



Bellevue Elementary Student & Parent Handbook

Bellevue Elementary

4851 South Dayton Street Greenwood Village, CO 80111

(720) 554-3100

Attendance Line 720-554-3120

<https://www.cherrycreekschools.org/bellevue>

Bellevue Elementary

Bellevue Elementary provides a caring and supportive community where students thrive academically, socially, and emotionally. We create a safe and inclusive school that promotes respect, kindness, and understanding. Through collaborative relationships with the Bellevue community we inspire a love for learning and develop the unique strengths and talents of each individual. We empower our students to become compassionate leaders who make a difference. Bellevue implements a PBIS program allowing students to SHINE and to be recognized for the efforts and accomplishments. Aside from the subjects learned in the classroom, our students have the opportunity to experience learning in our specials' classes which include Music, Art, STEM and Physical Education. Extracurricular activities and clubs include Girls on the Run, Choir, Chess, Spelling Bee, Battle of the Books, and more based on student interest. We have a very diverse community that offers multiple perspectives. We embrace the multiple cultures our students represent and host several events throughout the year to bring our amazing community together. These opportunities include Fallapalooza, Fall Festival, the Bellevue Bash, and our Taste of Bellevue. These fun events are sponsored by our PTCO and Diversity and Inclusion committee and are excellent gatherings bringing our entire community together.

Quick Reference

Phone Numbers:

Attendance Line	720-554-3120
Main Line	720-554-3100
FAX	720-554-3109
Clinic Office	720-554-3104 (Molly McKanna)
Before & After Care	720-554-3135 (Ruslan Shagisutlanov)

Hours:

School Day	8:00 am to 2:45 pm (1:45 pm every Wednesday)
Students can enter the building	7:45 am
Last bell rings	8:00 am
Before & After Care	6:30 am to 7:55 am
	2:45 pm to 6:00 pm
Office Hours	7:30 am to 3:30 pm

School Hours

Classes begin at 8:00 am. Supervision begins at 7:45 am - students should not arrive at school before 7:45 am. **Doors will not open until 7:45 and we do not want to have kids outside unsupervised.** School dismissal begins at 2:40 pm. Students who are walking or are being picked up by car will be dismissed first. Students riding the school bus will be dismissed at 2:45 pm.

Absences/Attendance

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

When your child must be absent, please call the attendance line (720-554-3120) 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 8:30 am 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 “habitually truant” student 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 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 ensure 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.

Student “Change of Plan” Messages

Please make every possible attempt to make after school arrangements clear to your student in the morning before drop off. We realize emergencies come up, and we will do our best to deliver a “change of plan” message to your child. If you need to notify your child of a change in plan on how they are getting picked up from school, please call the front office. The office will get the message to your child.

Tardiness

Any student arriving at school after 8:00 am should come in through the front doors and be signed in. They can then take a yellow tardy slip to their classroom and give it to their teacher. 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) arrives at 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.

After School Pick Up

School ends at 2:45 pm Mon/Tues/Thurs/Fri and 1:45 pm on Wednesday. Parents are responsible for making plans for their children after that time. Please designate a plan with your child prior to school on how they will be getting home or establish a meeting location for pickup.

Before and After School Program: Camp Belleview

Ruslan Shagisutlanov Office phone: 720-886-8947

Belleview Elementary offers a childcare program before school, from 6:30 to 7:55 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 6th grade.

Admission and Enrollment

All children must be fully enrolled before attending any ECS program. To enroll, parents or guardians must verify and complete enrollment information on SchoolCare Works. 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 \$30.00 non-refundable registration fee per child is required with enrollment with a maximum fee of \$60.00 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, the family account must be paid in full at the previous school before enrolling with the new ECS program.

Programs Offered

- Ø **Before School Program:** 6:30-7:55 am, Monday-Friday on regular school days.
- Ø **After School Program:** 2:45pm – 6:00 pm, Monday-Friday on regular school days
- Ø **Full Day Program:** 6:30 am – 6:00 pm, when regular school is not in session

For Additional Information, Please Contact Us

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. Please only enter through the main entrance door.
- 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. Please ring the bell for Camp Belleview.

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. Please have your visitor badge visible at all times.
- 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 to individuals authorized by parents or guardians online at my.cherrycreekschools.org.

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

Bicycles, Scooters, Skates and Skateboards

Bicycles, scooters, skates and skateboards may not be ridden on school grounds. Students should dismount before they arrive on school grounds. Bikes and scooters should be locked in the bike rack located by the playground on Campus Drive. Bikes and scooters will not be allowed in the building.

Cafeteria

Breakfast is served between 7:45 am and 8:00 am. Juice, milk, cereal, toast, sweet rolls, etc., are available. Advance reservations are not necessary. At this time breakfast and our lunches are provided to students at no cost.

Medical Matters

Belleview Elementary has a full time nurse on staff during school hours (Molly McKanna). Please keep her informed of your child's health needs and let them know of any changes throughout the school year.

Emergency contact information forms are filled out online at the beginning of the school year online. 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.

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 prescription medication are available on the CCSD Website or in the clinic. The permission forms for over-the-counter medications are available at my.cherrycreekschools.org. Parents may come to school at any time to medicate their own children without permission forms; however they must access their children by way of the main office.

Cell Phones and i Watches

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 backpack during school hours. Belleview Elementary is not responsible for any damaged, lost or stolen phones. An i-watch is also a mechanism that can be used as a phone and falls under

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 an email 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

Belleview's Lost and Found is located near the 5th grade wing in the short hallway that leads to the playground. Please label all clothing and belongings. Unclaimed items will be given to charitable organizations at the end of each trimester. If you would like to look for an item in Lost and Found please sign in at the front office first.

Newsletter

The Belleview PTCO sends out a newsletter containing important dates and information about the activities of the school. The email addresses are pulled from the information you sign up with on my.cherrycreekschools.org at the beginning of each school year. 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 8:00 am and again at 2:40 pm to 2:55 pm. Please follow their lead with regards to safety issues.

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:

- Ø Walking and Bus riding children will be held in the building until the severe weather has passed at which time they will be released.
- Ø Parents & guardians picking up their children will enter the school through the building front doors and be directed to their child.

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.

STORM DELAY AND STORM CLOSURES:

WHEN OUR SCHOOL IS ON A WEATHER DELAY

- Belleview will start at 9:00 am and dismiss at 2:45 pm. (Do not bring your child until after 8:45 am)
- On storm delay days, ALL before school activities will be canceled.
- 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 Care Programs at the closed schools will be canceled and closed.
- All activities scheduled in District facilities are canceled.
- If schools are closed due to severe weather, the District may extend the school year to make up for the missed days.

Information is also available on our District website at www.cherrycreekschools.org.

Emergency Procedures: Belleview Elementary will have multiple drills including: Hold, Secure, Lockdown, Evacuation, and Shelter 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 we may place Belleview on a Lockdown or Secure Perimeter. A Lockdown means there is no access in or out of the building until Security has cleared the building. A Secure Perimeter is when the children are brought in the building and business is as normal inside the building.

Conferences

Our school year is divided into trimesters. Conferences are scheduled after the fall and winter trimesters. However, teachers are willing 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 email to arrange a meeting time. Dropping in before and after school is not encouraged because teachers often have meetings, have safety duties and are preparing for or winding up the day.

Belleview 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.

Belleview Voices of Color

The Voices of Color Committee [formerly P.A.S.S. (Partnerships for Academically Successful Students)] is comprised of parents, Belleview teachers and administrators.

Our goal is to foster an inclusive and safe environment to support the success of all students. We do this by:

- Engaging community members in meaningful and effective partnerships
- Building relationships between school and family communities
- Providing parents and guardians of students of color direct access to the administration

We hold several fun events during the school year to bring together our community!

Belleview SAC

The Belleview School Accountability Committee is composed of administrators, parents, and teachers. It is an important and active part of the school community and supports the school by discussing systems and logistical operations in the school. We focus on school operations, student achievement, school safety, and overall school effectiveness.

Parking Lot Safety and Procedures

Drop Off/Pick UP Procedures

If you are dropping off children please pull your car in as far forward as possible in the drop off lane. 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. **Vehicles may not be left unattended.** If you need to leave your vehicle, please find a designated parking space in the lot. Please do not park your car on the cross walk. 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.

Crosswalk Information

There are 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 off students 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. Drop off may ONLY be done next to the curb. Students should always exit the vehicle on the passenger side.

School Rules & District Policies on Student Behavior

Animals at School

Please do not bring animals to school or on the school grounds including the track, 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.

Please follow these guidelines:

- Students should have shoes suitable for running and playing every day. Some shoes can be hazardous on the playground. Flip flops 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.

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 recess every school day regardless of the weather unless it is extremely cold (20 degrees or below including wind chill), or it is heavily raining or heavily snowing. 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 to wear in the gravel.

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

- **Playground Slides:** Do not climb or stand on the outside of the slide, 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 valuables from home to the playground. Equipment from home such as footballs is permitted, but the supervising staff member has authority to take it away for the recess if necessary

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.

If translations are needed, please see below:

Amharic:

እነዝህን መረጃዎችን በተመለከተ በቋንቋዎ ስገዛን ለማግኘት ከፈለጉ እባክዎን ተሊሌን በዝህ እሜይል ያግኙዋት thirpa@cherrycreekschools.org

Arabic:

أو للحصول على الدعم مع هذا المورد باللغة العربية jisebbahi@cherrycreekschools.org يرجى الاتصال بـ (جميعه صباحي أو جاودة العلمي) على jdajani@cherrycreekschools.org

Chinese:

如有需要，请经由ahan10@cherrycreekschools.org，与韩馥联系，以您的语言获得此资源的支持。

Hindi:

अपनी भाषा में इस संसाधन के समर्थन के लिए कृपया जेम्स रसाईली को jrasaily@cherrycreekschools.org पर संपर्क करें।

Korean:

귀하의 언어로 이 자원에 대한 지원을 원하시면 (리아 리) 에게 (llee6@cherrycreekschools.org) 로 문의하십시오.

Nepali:

कृपया जेम्स रसाईलीलाई jrasaily@cherrycreekschools.org मा तपाईंको भाषामा यो संसाधनको सहयोगको लागि सम्पर्क गर्नुहोला।

Russian:

Пожалуйста, обращайтесь к Ларисе Бака по адресу: lbaca3@cherrycreekschools.org для получения поддержки с помощью этого ресурса на своём языке.

Somali:

Fadlan la xiriir Omar Nur cinwaanka emaylka onur2@cherrycreekschools.org si aad u hesho macluumaad ku qoran luqadaada.

Spanish:

Si necesita ayuda con este recurso en su idioma, póngase en contacto con Ilse Chavez Maldonado en ichavezmalonado@cherrycreekschools.org, Rosa Han en ghan4@cherrycreekschools.org, Helena Gognat en hgognat@cherrycreekschools.org o Milagro Nuanes en mnuanes@cherrycreekschools.org

Vietnamese:

Vui lòng liên hệ với Thuý Ngọc tại Lchung2@cherrycreekschools.org để được hỗ trợ về tài nguyên này bằng tiếng Việt.