Quick Reference

Phone Numbers:
Main Line 720-886-2700
FAX 720-886-2788
Attendance Line 720-886-2795
Clinic Office 720-886-2704
Before & After Care 720-886-2715
CCSD Weather Hotline 720-554-4701

Hours:
School Day (Grades K – 5) 8:00 a.m. to 2:45 p.m.
First bell rings at 7:55 a.m.
The tardy bell rings at 8:00 a.m.

Before & After Care 6:30 a.m. to 7:45 a.m.
2:45 p.m. to 6:00 p.m.

Office Hours 7:15 a.m. to 4:00 p.m.

Storm Delay: In the event that the District announces a storm delay, school will start at 9:00 a.m. and dismiss at 2:45 p.m. On storm delay days, ALL before school activities, field trips, and special school events will be canceled. Storm delays or closings will be announced starting at 6:00 a.m. on television channels:
2 (WB2), 4 (KCNC), 7(KMGH), 9(KUSA) and 13 (FOX 31)

Radio Stations:
FM:  KBCO-97.3, KBPI-106.7, KJMN-92.1,
   KQMT-99.5  KOSI-101.1, KXXL-105.1, and
   KYGO-98.5
AM:  KDKO-1510, KHOW-630, KOA-850 and
      KTLK-760

If schools are closed due to severe weather, the District may extend the school year to make up for the missed days.

Emergency Procedures: Mountain Vista will have monthly fire drills, periodic lockdown and tornado 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.

Please take a few minutes with your child and develop an emergency plan of your own. Make sure he or she knows how to get into your house if you are not home or to which neighbor’s house he or she might go.
Extended Childcare Programs

Before and After School Program
The before and after school program is provided for students who are enrolled at Mountain Vista. The program includes day care before and after school as well as for non-pupil contact days.

Before School runs from 6:30 a.m. to 7:45 a.m. After School runs from 2:45 p.m. to 6:00 p.m. Full Days run from 6:30 a.m. to 6:00 p.m. and include either themed activities or field trips. Activities include, but not limited to, homework assistance, creative expression, science, technology, indoor/outdoor recreational games, health and fitness, music appreciation, dramatic play, communication skills, cognitive reasoning, building and construction, and appreciation of diversity. Additionally, these programs offer a variety of activities that promote life skills such as teamwork, problem-solving, creativity, leadership, sportsmanship, and community service. The costs for the Before and After School Care are:

<table>
<thead>
<tr>
<th>Before School</th>
<th>1st Child</th>
<th>2nd Child</th>
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<tr>
<td>6:00 p.m. pick up</td>
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<td>2:45 p.m. pick up</td>
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General Information

Absences
When your child must be absent, please call the attendance line (720-886-2795) and leave your name, the student’s name, grade and teacher and the reason for absence. The attendance line is available 24 hours a day. If we do not receive a phone call by 8:15 a.m., we are required to 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.

If a child leaves the Cherry Creek School District and later returns within the same school year, we cannot guarantee placement with the same teacher upon return.

After School Pick Up
School ends at 2:45 p.m. Parents are responsible for making plans for their children after that time. Please designate an OUTSIDE meeting location. After 3:00 p.m. all unsupervised children will be sent to the office, and parents will be notified.

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.

Bicycles, Scooters, Skates and Skateboards
Bicycles, scooters, skateboards and skates may not be ridden/worn on school grounds. Students should dismount before arriving on school grounds. Bikes and scooters should be locked on the bike rack.

Cafeteria
Breakfast is served between 7:30 a.m. and 7:55 a.m. Juice, milk, cereal, toast, sweet rolls, etc., are available for purchase. Advance reservations are not necessary. The cost for breakfast is $1.85.

A full lunch including milk costs $3.25. À la carte items are available for those who wish to bring their own lunches.
Menus are available on the Cherry Creek website (www.ccsdcafe.org). Checks, payable to *Mountain Vista Food and Nutrition Services*, may be sent to the cafeteria. Children will be advised when they have used their last lunch credit. Parents are welcome to join their children for lunch. Please call the cafeteria (720-886-2714) in advance for a reservation. When you arrive, sign in at the main office, wear a visitor’s badge and meet your child at the cafeteria.

**Celebrations at School**
When your child has a birthday, a small treat for the class to share which is easy to eat is appropriate (please notify the teacher in advance). Treats should be store bought. No frosting. No cutting. Clear liquids only. *(No red, purple or orange drinks are to be brought to school for parties or activities. These colors do not come out of the carpet when spilled.)* Balloons, flowers, gifts, etc. should be saved for celebrations outside of the school environment. No birthday favors allowed. There will be three classroom parties throughout the year – Winter, Valentines and End-of-Year.

**Cell Phones**
Students are discouraged from bringing cell phones to school. If a student brings a cell phone to school, it must be kept off from 8:00 a.m. – 2:45 p.m.

**Communication**
Communication between teachers, students and parents is a key value at Mountain Vista. You can expect these communication devices at all grade levels:

- A newsletter from the school the last Friday of each month.
- A feedback folder from the classroom teacher. The purpose of the feedback folder is to let you know how your child is doing on assignments. The feedback folder will contain corrected papers as well as general newsletters from teachers about what is happening in the classroom. Please watch for feedback folders coming home with children regularly.
- Parent/Teacher conferences in the fall and spring.
- Other contacts by phone, in person, by additional conferencing and by notes, as situations warrant.
- A prompt call-back on your phone calls to the school.
- School and District websites.
- Marquee.

Other general communication between the school and homes may include Back-to-School Night and general meetings such as PTO and the Accountability Committee. Please watch for opportunities to learn more about Mountain Vista and give your input about what you would like our school to be.
Homework
Homework is an important part of the learning expectations at Mountain Vista. It will be the responsibility of children, with family support, to complete homework. Homework will begin in kindergarten and will become progressively more demanding as children get older. Here are some general expectations concerning homework at Mountain Vista.

- All children need to read or be read to every night.
- Homework will be practice of skills children have been taught; homework will not be used to teach new concepts.
- No major projects will be assigned for total completion over a weekend or vacation.
- Children at upper grades will begin to use a homework planner and notebook for keeping track of responsibilities.
- More information about specific homework expectations at each grade level will be outlined at Back-to-School Night.

Leaving School during the School Day
As a general policy children should not leave school during school hours. We recognize that scheduling a doctor’s or dental appointment during the school day is sometimes necessary. In such cases a note should be sent to the child’s teacher in advance, and the parent must come to the office to sign the child out of school. Children will not be called to the office until a parent arrives to sign out the child.

Lost and Found
Lost and Found is located in the cafeteria. Please label all clothing and belongings. Unclaimed items will be given to charitable organizations periodically throughout the year.

Make-up Work
Cherry Creek Policy JH: In an effort to re-engage the student in school and in his/her learning, make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to class. The building administration will determine timelines for completion of any make-up work and will notify the student accordingly.

Outdoor Supervision
Mountain Vista provides outside supervision for children during recesses and as children are arriving at school from 7:45 a.m. to 8:00 a.m. Our staff supervises our crosswalks, bus loop, and arrival and dismissal as well as traffic and safety matters.
Party Invitations
Children may not distribute invitations at school for personal parties. By law and District policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission.

Registration
When a student enrolls at Mountain Vista, all paperwork must be completed before the student may begin attending class. District required paperwork includes a pupil registration form, authorization to release record from the previous school, and copies of (1) proof of residency, (2) birth certificate, (3) immunization records, (4) photo ID of parent/guardian. All on-line parent forms available on the Cherry Creek website must be completed prior to attendance at Mountain Vista. Please do not expect to register your children and have them start school the same day. We need to allow the teacher time to prepare a desk, chair, and other classroom materials which create a welcoming first day experience for your child. The first step for District registration must occur at the District Admissions Office. As emergency information such as phone numbers and email addresses change, you must update your online forms.

School Hours
Classes begin at 8:00 a.m. Students should not arrive at school before 7:45 a.m. (unless attending breakfast) since there is no supervision for children before 7:45 a.m. School dismisses at 2:45 p.m.

Student Messages
Please make every possible attempt to make arrangements for after school pick up prior to the school day. We realize emergencies come up, and we will do our best to deliver change of plan messages.

Tardiness
Any student arriving at school after 8:00 a.m. should sign in at the school office before joining his/her class and will be considered tardy. Please make every effort to ensure your child(ren) arrive at school on time. Arriving late to school is disruptive to the student who is late and to the rest of the class as well.

Telephone Use
Mountain Vista’s telephones are to be used for school business. Students will not be allowed to use the phone to arrange play dates or to alter after school plans.
Absences
School attendance is important for a successful student. Nevertheless, the Colorado Department of Public Health and Environment has exclusion guidelines in order to provide a safe environment for students. It can be difficult deciding when a child is too ill to attend classes. Exclusion guidelines are stated below:

- If a student is experiencing severe, uncontrolled coughing or wheezing, or having difficulty breathing.
- Diarrhea along with vomiting, fever, abdominal pain, etc.
- An oral temperature of 101°F or more accompanied by other symptoms such as a headache, sore throat, rash, vomiting, or diarrhea.
- Severe abdominal pain resulting from a stomach ache or abdominal injury.
- Difficulty breathing or swallowing or a fever as a result of swollen glands.
- If a student has vomited two times in 24 hours, and/or vomiting with additional symptoms including head injury, fever, or diarrhea.
- An oozing rash or a rash accompanying behavioral change, fever, joint pain, or bruising not associated with an injury.

All medical forms can be obtained from the Mountain Vista school clinic or the district website: www.cherrycreekschools.org under the District Offices tab and then Health Services medical forms section.

Accidents or Illnesses
The school nurse provides emergency care and emotional support when a student has an accident or becomes ill during school hours. However, if a student requires provider care or a restful home environment, it is critical that he/she is picked up from the clinic as soon as possible. Therefore, emergency cards require current information including correct home phone numbers and parents'/guardians' work and cell numbers, and alternate emergency contact information. If any of this information should change during the school year, it is extremely important that the online forms are updated.

Allergies and Asthma
If your child has an allergy, please note the allergen on the student’s Emergency Information/Contact Card. If the student requires an Allergy & Anaphylaxis Action Plan Form, it must be signed and dated by a health provider and parent/guardian. This form is required when administering an antihistamine and/or epinephrine/EpiPen for mild to severe symptoms. Colorado State Asthma Care Plan forms must accompany measured dose inhalers (MDIs) for those diagnosed with asthma. These care plans must be signed and dated by a healthcare provider and a parent/guardian.
Basic Health Hints

It is astounding how effective good hand washing techniques are against the spread of viruses and infectious diseases. Covering coughs and sneezes, wiping your nose with a tissue, and washing your hands before you touch your face, eat, after you sneeze/cough, and after you use the toilet are easy habits to teach and use with your child resulting in healthy children, families, and school communities.

Hypothermia is defined as a core body temperature of less than 95 degrees Fahrenheit. Sub-acute hypothermia often happens in cool outdoor weather when wind chill, wet or too little clothing, fatigue, and/or poor nutrition lower the body’s ability to cope with cold. Colorado can have extreme temperatures, and it is imperative that children have the appropriate outerwear when attending school.

Fifth Grade Students with Measured Dose Inhalers (MDIs)

One of the health goals for 5th grade students with MDIs is preparing them to carry their inhalers when entering middle school. The nurse will be happy to work with the parents/guardians and students in order to achieve this goal.

Immunizations

Colorado Immunization Law requires that all students, including kindergarten students, must show proof of immunizations on or before their first day of school. The Colorado Department of Public Health guidelines are available from the clinic and Cherry Creek website. Medical, health, and personal exemptions require an exemption immunization form.

Medication Policy

Medication must be in the original container appropriately labeled from the pharmacy, and should be brought to the clinic by a parent accompanied by the prescription medication permission form. This form requires a health provider’s signature as well as a parent’s/guardian’s signature and should be dated. If your child needs a non-prescription medication on a schedule, you will be responsible for providing this medication to the clinic. Non-prescription medication must be brought in the original container and will be administered if accompanied by an over the counter medication form signed by a parent/guardian.

Alissa Stevens, BSN, RN
Mountain Vista Nurse
Direct Line: 720-886-2704
Fax Line: 720-886-2788
K - 12th Grade School-required Immunizations for the 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HegB)
  - varicella (chickenpox)
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.
- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices (ACIP). You can view current versions of the ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf.
- Please take your student’s updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official Immunization Medical Exemption Form to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student’s information or school changes. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data.
- You may want to talk to a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.immunizeforgen.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department’s Family Health Line at 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student’s health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment
303-692-2700 | cdphe.dcmimmunization@state.co.us

December 2018
**District Vision and Hearing Screenings**

Vision and hearing screening is conducted for students in their schools according to the Colorado Department of Education guidelines. These guidelines indicate that all students in Pre-kindergarten, kindergarten, first, second, third, fifth, seventh and ninth grades receive vision and hearing screening. Because of the important connection between a student’s academic achievement and his/her vision and hearing, parents are encouraged to allow their student to participate in this screening.

**Vision:** The screening is done by the school nurse and trained volunteers at no charge to the parent. First-graders will receive a comprehensive vision screening for color-blindness, near and distance vision, depth perception, convergence, and eye alignment. All others will receive distance screening. Remember, the vision screening is just a screening, not the complete ophthalmologic exam that is provided by a doctor.

**Hearing:** The screening is done by district licensed audiologists at no charge to the parent. Additional diagnostic audiological evaluations are available free of charge at the district’s Audiology Department for:

- Students whose **hearing results indicate a potential problem**
- Annual follow-up for students who have a history of hearing problems

You will be notified only if your student does not pass one or more of the screenings.

If you do not wish your child to be screened this year, please contact your School Nurse.
Dear Parent/Guardian:

I would like to take this opportunity to acquaint you with the Cherry Creek School District’s (CCSD) procedures for administering medications to students pursuant to school board policy JLCA, Student Health Services and Requirements.

These policies are designed to ensure the safety of our students and require:

1. The school shall have received written orders for administration of the medication from the student’s licensed health care practitioner with prescribing authority. Also, the parent shall authorize school personnel to confer with the prescribing healthcare provider.

2. The school shall have written permission on the CCSD school district’s form from the parent/guardian to administer the medication.

3. Medication will be administered by the school nurse, or by school personnel whom the registered nurse has trained and delegated the task of giving such medication. (A parent is always welcome to come to the school and administer medication to his or her own child.)

4. Medication shall be in the original, properly labeled container with the current date printed on the container, and all other parameters required for medication administration (student name, prescribing physician’s name, drug name, dose, route, time and/or frequency).

5. In some instances, at the high school level, students who demonstrate responsibility may be allowed to carry their medications on their person and self-administer such medication in accordance with the current pharmacy-labeled container, or in the case of over-the-counter medication, in accordance with the manufacturer’s label. Students who misuse this privilege may be subject to disciplinary action per applicable school board policies. Please contact your high school nurse for additional information.

The following guidelines shall also pertain to the administration of medication to students in the school setting:

**Rescue/Prescription medications:** (Albuterol and epinephrine) shall be kept in the clinic unless written permission for a student to carry these prescription drugs has been agreed to by the physician, parent and school nurse. This written agreement form is located in the school clinic and on the Health Services web page (http://cherrycreekschools.org/HealthServices/Pages/default.aspx). It requires, in part, that the student has demonstrated the necessary maturity to keep it on their person.

**Prescription Medications:** Most pharmacies are able to provide an extra labeled container so that a prescription can be divided and placed in a properly labeled container for school use. If the dose or the directions change, a new form/container must be submitted.

**Over-the-counter medications:** Written parental permission is required for administration of over-the-counter medications. Since many medications resemble another in appearance, medication must be sent to the school in the original manufacturer’s container with the label intact. If a student requires a dosage outside the manufacturer’s recommendations, a healthcare provider’s authorization for the variation is required in addition to the parent’s signature. Since aspirin has been associated with Reyes Syndrome when given to children with influenza or
chickenpox, medications containing aspirin may only be administered with a healthcare provider’s and a parent/guardian’s signature.

**Homeopathic/Herbal medications:** These medications may be considered to be over-the-counter medications, but require written permission for administration in the school setting by both a healthcare provider and the student’s parent/guardian. Some homeopathic preparations may require a review from the Cherry Creek School District Medical Advisory Board.

**Medical Marijuana:** Administration of medical marijuana is addressed by CCSD BOE Policy JLCDB Administering Medical Marijuana to Qualified Students on District Property.

**Transportation of medications:** Parents/guardians are personally responsible for the delivery of student medications to and from school, and should hand them directly to the nurse, building administrator, or other school official. In the event an approved adult is unable to bring the prescription to school, that individual shall contact the school and notify the nurse or other school official of the date the medication is to arrive, giving the name of the medication and the exact quantity of medication included in the properly labeled container. Any medication sent to the school without the labeled container will be kept in the clinic or main office to be returned to the parent. Additionally, any unused medication will be available for pickup through the end of the school year by the parent/guardian. Any medication not picked up will be discarded. The schools will not send unused medication home with students.

**Planning ahead:** It is recommended that any student requiring a medication at school or at home have a seventy-two (72) hour supply kept in the clinic in the event of an unpredictable local emergency. Please discuss this with your healthcare provider or the school nurse if you are wondering about your child’s needs.

**Confidentiality of student records.** The confidentiality of school district records are protected by the Family Educational Rights to Privacy Act (FERPA). The Health Insurance Portability and Accountability Act (HIPAA) does not apply to schools or the health records maintained within the school nurse’s office.

**Nursing Procedures:** All medical procedures performed during a child's day at school require a “Permission for Nursing Procedure” form to be signed by attending physician and parent/guardian. Procedures requiring this form include but are not limited to tube feeding, tracheostomy care, suctioning and other medical treatments. All nursing procedure forms shall be renewed annually at the beginning of the school year and as needed in response to a change in student health status.

Communications with the school nurse are essential in ensuring your student’s health needs are addressed in the school setting. If your student requires medication, nursing procedures and or an individual health plan, please call your school nurse the week prior to school beginning to discuss the needs of your student.

We look forward to helping your student have a safe and healthy educational experience this year.

Sincerely,
Michelle Weinraub, RN, MSN, NCSN
CCSD Director of Health Services

720-554-4274  07/2018
Parent Opportunities

As educators we believe that children learn best when parents take an active interest in their child’s education.

Our school year is divided into trimesters. Formal parent/teacher conferences are scheduled after the fall and winter trimesters. However, teachers are happy to speak with parents throughout the year and will schedule additional conferences when the need arises. Please keep your child’s teacher(s) aware of any concerns or questions you may have. Contact teachers by phone or email to arrange a meeting time. Dropping in before and after school is not allowed because teachers often have meetings and are preparing for or winding up the day.

Mountain Vista PTO

The Mountain Vista PTO is an active organization. The goals of the PTO include volunteerism, fund-raising, and general support to the school in almost every way imaginable. All Mountain Vista families belong to the PTO. Parent involvement is one of a school’s most valuable resources. We hope that each of you will find the time to participate in some of the planned PTO activities.

2019-2020 PTCO Board Members

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<td><a href="mailto:presidentmvpto@gmail.com">presidentmvpto@gmail.com</a></td>
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Volunteering at School

You can tell your children you believe education is important, but by volunteering your time at Mountain Vista you also show them. Children love to see their parents helping out in the classroom and the library during the day or at special events on evenings and weekends. Volunteers are crucial to the success of many of our programs.

Volunteers are needed in many classrooms to help with academic work and with parties for the children, in the library, in the art room, with technology, organizing the Book Fair, working on the yearbook, and hosting special events.
Parking Lot Safety and Procedures

**Coming and Going**
The north doors (by the playground) and the west doors (at the far end of the building off of Radcliff) open at 7:45 a.m. Students enter through these doors and go straight to their classrooms. We do not allow students to use the front doors of the school from 7:45 to 8:00 a.m. or 2:45 to 3:00 p.m. unless they are with a parent or have permission from a teacher. At the end of the day students will exit with their classmates through their designated doors.

**Parking Lot**
If you are dropping off or picking up children in the morning or after school during the “high traffic times,” please pull all the way forward toward the western most end of the sidewalk in front of the school. Have children exit the vehicle on the curbside, closest to the school. Students will be expected to get out of the car as soon as it comes to a complete stop. If you plan on getting out of your car at all, please park in the parking lot. This practice keeps the traffic flow moving safely and efficiently.

Please avoid dropping off students at front doors along the first turn as you enter the parking lot. This creates a bottleneck for others behind you especially on the bad weather days when traffic can be especially heavy.

Please **do not leave your vehicle unattended in areas marked in red**. Also, the inside lane should remain clear to allow traffic to flow through the parking lot.

Remember that the **handicapped parking spaces at the front of the building are reserved for those families who have handicapped designated license plates or tags. These spaces should not be used by anyone else for any reason**.

**There is no parking in the bus loop, by the service area by the dumpsters, or by the delivery dock.** This area is to remain clear for service vehicles, Waste Management, and cafeteria delivery vehicles.
School Rules & District Policies on Student Behavior

Animals at School
For health and safety reasons, please do not bring animals to school or on the school grounds during school hours.

Discipline
At Mountain Vista students live by the standards of S.T.O.M.P. (safety, trustworthiness, ownership, motivation, positivity). We believe that children understand these standards, and they can specifically relate building rules and procedures to these standards. Each of us has rights and obligations as members of the Mountain Vista learning community in order for our school to be an orderly, productive, safe, and warm place for everyone.

District Expectations
Parents and guardians have access to a copy of the Cherry Creek School District’s Student Conduct and Discipline Rights and Responsibilities booklet on the Cherry Creek website. Please read this carefully. It is particularly important that your child understands the district policies. You will be asked to sign documents indicating that you have read, understood and discussed these policies with your child.

The entire text of any Cherry Creek School District Board of Education Policy and/or Regulation is available upon request from the principal’s office at school or from the district administration office located at 4700 South Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies and regulations may be accessed via the Cherry Creek School District web site located at www.cherrycreekschools.org.

Dress Code
A safe and disciplined learning environment is essential to a quality, learning program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

The following items are not acceptable in the school building, on school grounds, or at school activities:
Inappropriately sheer, tight, short or low-cut clothing which bares or exposes traditionally private parts of the body.

Clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words or pictures that are obscene, libelous, sexual, or gang related; or that promote any activity prohibited by the student code of conduct, including the use of drugs, tobacco, alcohol, or weapons; or that threaten the safety or welfare of any person, or otherwise disrupt the teaching learning process.

Not many of these dress code issues arise at the elementary school level; however, we do want to warn parents that our students do not always make wise choices in clothing. Since our students have recess every day, often in inclement weather, and may have physical education classes, it is best to follow these guidelines:

Students shall not wear exposed spaghetti straps, show bare midriffs, or wear shortsskirts shorter than the tips of their fingers when arms and hands are extended to their sides.

Students should have shoes suitable for running and playing every day. Some shoes can be hazardous on the playground. On days when your child has PE, gym shoes are required to participate.

Students should have appropriate outdoor clothing (rain jackets, winter coats, mittens or gloves, hats) with them each day. Recess is only canceled in the event of extremely inclement weather.

Jewelry that may catch on playground equipment (dangling earrings, long necklaces) may not be appropriate for school. Items that are noisy, like multiple bracelets, are not a good idea.

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. We know that our rules may seem more restrictive than behaviors allowed when parents are supervising smaller groups. Our goal is to keep kids safe, allow them the exercise and play they need, and help them with the 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.
Clothing
We go outside for recesses every school day regardless of the weather unless it is extremely cold or raining. Please have children wear appropriate clothing and shoes for recess. When there is snow on the ground, students must be wearing snow boots and coats to be in the snow. In order to play in the snow, students must also wear snow pants and gloves.

Competitive Games
We do not play competitive games on the playground. There is no tackling, pushing or tripping. Everyone should know and agree to the rules of the game before play begins.

Emergency Signal
The emergency signal on the playground is three strong, rapid whistle blasts. Students should immediately line up quietly and await further instructions.

General Rules
Slides. Do not climb or stand on the outside of the tubes, do not climb up inside slides. Slide down feet first and face up.
Monkey Bars. Do not stand on the top crossbars in any area. Do not pull on, or “tag” students who are on the bars.
Swings. Do not swing sideways or twist. Do not run through the swings. Do not jump off swings.
Gravel stays on the ground.
No fighting or play fighting.
No throwing snowballs.
Do not bring toys or equipment from home.

All other situations are dealt with at the discretion of the staff member(s) on duty unless specifically covered by Cherry Creek School District policy.

Safety
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.

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 permission of the staff member on duty before leaving the playground. During recess if a student needs to be somewhere besides the playground, a staff member on duty needs to be made aware and notified of the time when the student will be expected on the playground.
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.

After-hours Building Access and Procedures
-Students who wish to retrieve materials beyond the school day must do so prior to 4:00 p.m. and must be accompanied by a staff member and parent.
-After hours clubs and groups meeting in our building must provide access to their program through the front door only and will dismiss as a group through the front door under the leader’s supervision. Sponsors must ensure that doors are attended and not propped or unlocked. No child under the age of 18 shall take this responsibility. Parents should plan to pick-up their children in the parking lot for their safety. Students dismissed from these types of activities will be released only through the front door as parents arrive. Sponsors will remain until a designated adult has picked up all children.
-After 4:00 p.m. all students must be supervised by an adult and accompanied to and from various locations in the building at all times.

Building Entry/Exit
-Exterior doors will remain locked. Staff, students and visitors are strictly prohibited from giving access to anyone seeking entry through any door other than the main entrance.
-The main entrance will be the only public access to our building and will remain locked at all times. All visitors must ring the doorbell to be let into the building.
-Access to the Before & After Daycare program will be through the cafeteria beginning at 6:30 a.m.

Sign-in, IDs and Badges
-All school staff and district personnel will wear ID badges. Custodial crews will wear uniforms in addition to badges.
-All visitors must provide a photo ID at the main entrance in order to enter the school.
-All visitors to the building must sign in at the office and wear a visitor’s badge for the duration of their visit.
-Students will report to the office or to a school staff member if they notice an individual in the building without a proper badge or visitor’s pass.
-Individuals without a proper badge or pass will be escorted to the office by building personnel.

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.
Toys
Toys, including trading or game cards, sports equipment, and personal electronics are not permitted at school without prior teacher permission.
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