

WILLOW CREEK ELEMENTARY SCHOOL
Home of the Wildcats
2023-2024

Students and parents/guardians are encouraged to review the contents of this handbook. Keep in mind that it is not designed to be all-inclusive, but rather to be utilized as a reference. Should concerns arise about the information you read here, please contact the office. Additional copies are available in the office for parents/guardians.

QUICK REFERENCE INFORMATION

Websites

District: www.cherrycreekschools.org
School: willowcreek.cherrycreekschools.org
State: www.cde.state.co.us

Phone Numbers

Main Office: 720-554-3900
Attendance: 720-554-3995
Nurse's Office: 720-554-3907
Before/After School Care (WCCK): 720-554-3966
FAX: 720-554-3988

Address

Willow Creek Elementary School
7855 South Willow Way
Centennial, CO 80112

School Hours

Monday, Tuesday, Thursday, and Friday:
8:00 am – 2:45 pm
Wednesday:
8:00 am – 1:45 pm
School Office: 7:15 a.m. – 4:00 p.m.
WCCK (before and after school care): 6:30 – 7:45 am and
2:50 – 6:00 p.m.

Students are not permitted on school grounds before 7:45 a.m. or after 3:00 p.m. on school days unless they are eating breakfast or enrolled in our Before/After School Program. After school activities are offered on an ongoing basis, please look for opportunities in the Sunday Blast.

OPPORTUNITIES FOR PARENT INVOLVEMENT

(Dates and times will be in the Sunday email blast.)

The *Willow Creek Advisory Accountability Committee* will meet at least 5 times per school year. This committee will provide input for school programming, review school data, and provide feedback to the principal for school improvement. It is comprised of parents, community, and staff members and is open to all interested adults. If you are interested in more information, please contact the office.

The *Willow Creek Parent-Teacher Organization (PTO)* will have quarterly community meetings. All parents are invited to attend to learn more about the function of the PTO. The primary focus for the PTO is to raise money to support programs and classified staff, to volunteer, to facilitate registration, and to welcome new families. There are opportunities each year to serve on the Board and hold offices. Please let the office know if you are interested in serving Willow Creek through the PTO.

The **P.A.S.S. (Partnership for Academically Successful Students)** organization has existed in CCSD for several years. Our purpose is to ensure that ALL students' and families' voices are valued and respected at school. We will meet at least 5 times per year. The group welcomes all parents, community, and staff members interested in increasing an awareness of and celebrating the rich cultures that make up Willow Creek. Please let Principal Whitney know if you are interested in participating or if you have questions regarding this group.

Sunday Blast is a communication put out by the school and our PTO. The information in the blast is for the upcoming week.

SCHOOL MISSION AND CORE VALUES

The success of our school is the sum of many factors — the excellence of our staff, the support of our community, the dedication of our volunteers, and the eager minds of our students. These factors have made it possible to fulfill the mission of the Cherry Creek Schools: **“To inspire every student to think, to learn, to achieve, and to care.”**

While we celebrate our successes, we also seek continuous improvement. Along with the mission of the district, we have written a mission statement to address the specific characteristics and goals of the Willow Creek community: **“Together we create a lifelong foundation for all students to thrive in a global society. As a diverse learning community, we challenge our students to grow academically, socially, emotionally, and physically.”** In addition, we have written a vision statement that will keep us grounded in both the district and school mission.

Our vision is...

To value a **collaborative** community
To foster a **welcoming** and **inclusive** school culture
To approach decisions based on the **needs of students**
To teach thoughtfully in **innovative** and **engaging** ways
To commit to being **present**
To choose a **positive attitude** and **have fun**
To nurture **kind** and **caring** relationships

To embrace **growth** based on current **research-based** practices

To incorporate **21st century skills** and **creativity**

To model and teach a **growth mindset** for lifelong learning

History:

Willow Creek opened as a neighborhood school in 1977 to meet the needs of a new community. Due to neighborhood population changes, combined with the desirability of the school's learning environment, approximately 28% of students currently attending Willow Creek are non-residents of our district. An additional 10% of the current student body is comprised of "School of Choice" students, an option provided by Colorado state law that allows parents to actively select school enrollment for their children within their home district.

Willow Creek Elementary continues to celebrate the recognition received in 1999, 2006, and 2018 as a National Blue Ribbon School of Excellence. Willow Creek has also been recognized with the John Irwin Award (excellence) and the Governor's Award (growth) every year since the awards' inception. As a result of the 2008-2009 bond/budget election (3A and 3B), Willow Creek underwent a major renovation. Upgrades to classrooms include increased total square footage, new technology (document cameras, sound enhancement systems), solar tubes (natural lighting), and new casework. With the passing of 3A and 3B again in 2016, our library benefited from a renovation to accommodate more technology and project-based learning through STEM. With the bond and budget passed in 2018, we were able to install new flooring in the Gym and hallways.

SCHOOL CURRICULUM

The curriculum at Willow Creek Elementary School emphasizes the whole child. Students are expected to show growth in their mastery of basic skills and in content associated with the Colorado Academic Standards.

Information on these standards can be accessed on the Colorado Department of Education website:

www.cde.state.co.us. Thinking Maps and national media and technology standards are also interwoven throughout the curriculum to teach students how to access, think about, and utilize information. These content areas and skills lay a foundation for success as students progress through elementary, middle school, and beyond.

Reading — To meet or exceed Colorado Academic Standards, our school utilizes the Wilson *Foundations* program kindergarten through third grade to assist students in the development of a strong base of phonics. For the 2023-2024 school year, kindergarten through fifth grade will be implementing the *HMH Into Reading* curriculum along with other research based resources. In addition to *HMH Into Reading* and *Wilson Foundations*, primary grades use the *Orton-Gillingham (OG)* approach to help all

students read on grade level. Teachers use these three programs in tandem to help all students feel successful reading on grade level texts.

Additionally, intermediate grades use well developed units that use a structured literacy approach. Within the units, students are exposed to a variety of texts and novels. Students are given the opportunity to respond to literature in both verbal and written formats, enabling students to develop the skills to construct their own meaning while reading.

Writing — To meet or exceed Colorado Academic Standards, our school has established a belief system that students can and should write on a regular basis. We incorporate the use of *HMH Into Reading* and a variety of teacher created writing rubrics to have students self-evaluate and provide feedback to students about writing progress. It is our belief that teachers have a responsibility to help students find real purposes to write and to assist students as they draft and revise writing pieces. We also believe that grammar and mechanics are best learned in the context of actual writing.

Mathematics — To meet or exceed Colorado Academic Standards, Willow Creek uses *Bridges*, which is a curriculum adopted by the district for all elementary schools. This curriculum starts in kindergarten and continues through fifth grade. The program uses a variety of learning modalities and strategies to provide students with a rich experience with mathematical content and practices. The emphasis is on conceptual understanding by presenting multiple strategies and techniques to solve authentic problems.

Science — The state of Colorado has implemented new science standards. To meet or exceed these standards our teachers utilize multiple district curricular resources when teaching science concepts. These resources engage students in science through utilization of inquiry, critical thinking, and collaboration. These resources also emphasize the scientific method and include many opportunities for hands-on experiments in Earth, Life, and Physical Sciences.

Social Studies — To meet or exceed Colorado Academic Standards, Willow Creek uses *Inquiry Journeys*. This resource is used across the district to provide instruction that is culturally responsive, inspires inquiry-based learning, aligns to national standards, and helps develop literacy skills. The knowledge and skills provided through social studies is the key to preparing citizens to participate effectively in our democratic society and to understand international events that shape the future.

Art, Music, and Physical Education — To meet or exceed Colorado Academic Standards, our school provides specialized instruction in art, music, and physical education to every student. Instruction is designed to

actively engage students to develop an understanding and appreciation for each subject.

STEM Education — To meet or exceed Colorado Academic Standards, our school provides specialized instruction in STEM (Science, Technology, Engineering, and Math). STEM will provide opportunities for students to engage in 21st century skills, use project-based learning strategies, and learn appropriate and safe use of technology.

Gifted & Talented (GT) Programming: Acceleration, Enrichment, Challenge, Choice, & Extension
Willow Creek GT Programming is based on student needs. Most of our student population achieves at an elevated level and many needs are met within the regular classroom. Classroom teachers use a variety of adaptations and modifications: tiered assignments, differentiated expectations, challenges, compacting, acceleration, flexible grouping, independent studies and enrichment opportunities.

Responsibilities and Roles of the GT Resource Teacher
The GT teacher serves as a resource for the above-listed needs, consulting with the classroom teachers and parents, and co-teaching alongside classroom teachers. The district model of cluster grouping allows us to place our students in a classroom with like-ability peers.

It is our philosophy and intent at Willow Creek to build a GT program that uniquely fits our students and teachers each year. Rather than design a static program that we then slot students into, we look at each grade level's teachers and their strengths along with students' needs, and then develop that year's program. This yearly modification augments our unique programming.

GRADING PROCEDURES

Our school distributes Progress Reports to parents or guardians on a trimester basis. Progress Reports provide students and parents with specific information on student attainment of proficiency on Colorado Academic Standards. Progress on standards is reflected on a four-point scale:

- 4 — Advanced: *Student consistently and independently exceeds grade-level benchmarks.*
- 3 — Proficient: *Student consistently and independently meets and sometimes exceeds grade-level benchmarks.*
- 2 — Partially Proficient: *Student is partially progressing toward grade-level benchmarks.*
- 1 — Emerging: *Student is not yet or is minimally progressing toward grade-level benchmarks.*

Progress information is provided in reading, writing, mathematics, science, social studies, physical education, music, visual arts, and STEM. The progress report also has information on work and social skills.

HOMEWORK

Homework provides the opportunity for independent practice of content that students have a degree of familiarity with. Teachers will first model and teach the skill and provide the opportunity for guided practice before assigning homework as independent practice. Homework provides students the opportunity to elaborate and/or extend what they have already learned, transfer skills, and help teach time management skills. Please consult your child's teacher for specific times and amount of homework that will be assigned.

Homework should be planned in a manner to strike a balance between academics, family life, and the child's needs.

The suggested amount of time for assigned homework is as follows:

K-1st Grade	10-20 minutes
2nd-3rd Grade	20-30 minutes
4th-5th Grade	40-50 minutes

If your child is struggling with an assignment, please attach a note from you to the teacher explaining that your child made a good effort but needs help to complete the work.

PARENT/TEACHER CONFERENCES

Willow Creek is committed to effective communication among students, teachers, and parents. Conferences will be held twice a year. Written progress reports will be sent home prior to the conferences. In addition to conferences, teachers will hold family connection meetings at the beginning of the year. Family Connection Meetings are an important opportunity for teachers to hear from parents about their child. We believe parents are the child's first and best teacher. Parents have many insights into how their child learns. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about your child's progress, please do not wait for the regularly scheduled conferences — call your child's teacher as soon as possible. Teachers are typically available for telephone contact before and after school hours. However, if you are not able to contact the teacher, you can call during school hours and leave a detailed voicemail message on the teacher's extension so that the teacher can be prepared to talk to you about your concerns. Teacher emails are found on the website if you prefer that mode of communication.

ATTENDANCE POLICY

Students are expected to be in school each day. This is the first and most important requirement for a successful school experience. Every child who has attained the age of six years and is under the age of seventeen is required to attend public school, with such exceptions as provided by law. According to state law, it is the obligation of every

parent, guardian, and legal custodian to ensure that every child under his/her care and supervision attends school. At the beginning of each school year, and upon enrollment of each new student between the ages of six and twenty-one, parents, guardians, and legal custodians shall be notified of their obligation under state law to ensure their child's attendance at school.

Excused Absences

Excused absences are those resulting from temporary or extended illness, injury, or physical, mental, or emotional disability; work study program under the supervision of the school; attendance at a school-sponsored activity; observance of an established religious holiday; absences excused by the Principal/Designee through prior requests of parents or guardians; absences occurring as a result of the denial of admission to the schools of the School District; absences which occur when a student is in custody of a court or law enforcement authority; and any other absence approved by the Principal/Designee. The Principal may require medical verification of absences from school.

Unexcused Absences

Unexcused absences are those absences deemed unacceptable by the Principal/Designee regardless of the prior approval or knowledge of the parents/guardians or legal custodians.

Tardiness

Tardiness is detrimental to the education process and is subject to disciplinary procedures.

REPORTING ABSENCES

If a student is to be absent, we request that a parent/guardian call our school (720-554-3995) the morning of the absence no later than 8:00 a.m., stating the child's name, teacher, and the reason for the absence.

If telephone contact is not possible, we request that the parent/guardian send a written note with the student stating the reason for the absence on the day of return. The absence will be recorded as "unexcused" if there is no telephone contact or written correspondence with acceptable reason provided by the parent/guardian.

PARENT REQUEST FOR SCHOOL ABSENCE FORM

Parents/guardians who are planning a trip during the school year or who know ahead of time that a student will be absent for any reason must request a Parent/Guardian Request for School Absence form in advance of the absence. Forms are available in a display in the main entry area or in the school office.

Staff members are not required to prepare work in advance for vacations.

MAKE-UP WORK

Make-up work will be arranged after a student returns to school, since class plans can change based on pacing and classroom interruptions. Our teachers will need a full day's notice to prepare make-up assignments for extended absences. In all cases, students will be responsible to make up all work missed and will be given one make-up day for each day of absence.

LEAVING SCHOOL GROUNDS

If a student needs to check out of school during the school day, a parent/guardian must report to the office and sign the pupil out before the child leaves school grounds. We request that parents/guardians enter the building through the main front entrance to check a child out of school. If the student is returned before the end of the day, we request that the parent/guardian accompany the student to the office to sign back in. If a third party is to check a student out of school during the school day, that party must be listed on the Student Contact Sheet or must present a signed note from the parent/guardian.

MOVING (WITHDRAWAL OR TRANSFER)

If a student plans to withdraw or transfer from our school at any time during the school year, a parent/guardian must notify the office prior to the last day of attendance and sign an Authorization to Release Student Records.

EXPECTATIONS FOR STUDENTS

Our goal is to help children learn to regulate their own behavior and decision-making. Mistakes are an opportunity for children to learn more about themselves and their place in the world. We take into consideration the developmental level of students and explicitly teach certain behaviors to our younger students.

We recognize students for exemplary performance and behavior through our Positive Behavior Intervention Support (P.B.I.S) program. This system is designed to catch students making good choices and recognize their efforts with P.O.W.E.R stickers. The acronyms for our PBIS program are P.O.W.E.R and R.O.A.R. P.O.W.E.R stands for **P**ersistence, **O**ptimism, **W**e are **F**lexible, **E**mpathy, **R**esilience. P.O.W.E.R is how we would like our students to think. R.O.A.R stands for **R**esponsible, **O**wn It, **P**ositive Attitude, and **B**uild **R**elationships. R.O.A.R is how we would like our students to act. Both P.O.W.E.R and R.O.A.R are acronyms that are foundational for a Growth Mindset as well as having a respectful and positive attitude.

In addition to our PBIS program we believe that supporting students' social and emotional needs is vital in supporting the whole child. Teachers have built in time to support the varied needs of students in morning meetings and in lessons through the Second Step curriculum. The Second Step programs give teachers an easy-to-implement,

engaging way to teach social-emotional skills and concepts. Second Step programs are designed to help children thrive and be more successful in school—ultimately setting them up to be thoughtful and productive adults.

By focusing on P.O.W.E.R and R.O.A.R we believe that all students will be able to do all the following:

- complete class work as assigned
- complete homework as assigned
- work independently
- work, share, and play cooperatively
- participate in class discussions
- listen and follow directions
- demonstrate the ability to advocate for self
- respect rights and property of others

GENERAL SCHOOL EXPECTATIONS

Dress Expectations

At Willow Creek Elementary School, students are expected to always dress appropriately.

- Shoes must be worn at all times and only soft-soled shoes may be worn to participate in PE classes.
- No items of clothing or jewelry may advertise or represent alcohol, drugs, tobacco, or other inappropriate language/pictures.

Care of School Equipment

Students are entrusted with the care of books, technology, and general equipment during the school year. Damage to any school equipment obligates the student or parent/guardian for restitution in the form of repair or replacement costs.

Personal Property

Students should not bring personal property to school. Willow Creek will not be held responsible for the loss or theft of personal items from students at school.

No toys from home are to be brought to school. This includes, but is not limited to, any balls, roller blades, bats, hockey sticks, lacrosse sticks, skateboards, sporting gear (gloves, protective gear, etc.), Pokémon cards, spinners, dolls, etc.

EXPECTATIONS IN SPECIFIC AREAS

Playground

- Students should dress appropriately for the weather. Since exposing skin to frigid temperatures can be dangerous, students without appropriate outdoor clothing may be kept inside.

Wind chill and recess guidelines are as follows:

wind chill below 0 — no recess

wind chill 0-15 degrees — recess limited to 10 minutes

wind chill 15-30 degrees — recess limited to 20 minutes

Expect your child to be outside for recess according to these temperature guidelines and with proper coverage.

- Boots must be worn to play in the grassy areas when snowy. Snow pants are recommended.
- Students must remain within the confines of their grade level's playground.
- Students need adult permission to leave the playground or enter the building during recess.
- Students are not to leave the playground area to retrieve balls or other equipment.
- One student to a swing or slide. Swings are to be used in the normal position. Jumping off, standing, or other gymnastics on the swing are not permitted.
- Playground equipment needs to be shared.
- Some kinds of play are not safe and are therefore not allowed. Some examples are sliding on the hillside in winter, climbing on the top beams of the playground equipment, or playing tackle football, chicken, or other physically rough games.
- No throwing snowballs or rocks.
- Students need to stay away from private fences.

Lunch

Our cafeteria follows the procedures below so that students will have enough time to eat and the “flow” of students through the lunchroom occurs in an orderly and comfortable manner.

- All students will go to recess FIRST and then will line up outside and enter the building for lunch with supervision from teachers and/or teacher assistants. Students with a lunch brought from home should be in the front of the line. Students bringing cash or checks to food service (instead of using lunch system credits) should submit their payments in the morning to their classroom teacher. If a student forgets to do so, he or she will need to go to the end of the line to avoid holding up the serving line.
- For safety reasons, students will not be allowed to use microwaves.
- Students are to stay seated while eating lunch. Students need to get condiments, napkins, and plasticware before sitting down. If a student forgets, supervisors will give permission to get up.
- Students should not share or exchange food with others.
- Students may raise their hand for permission to return to the serving line for extra food items or to use the restroom.
- Students may save packaged food items only and place them in their backpacks before going back to class.

Bus/Crosswalk

- Students should cross streets only at the crosswalk.
- Bus and van students wait for their transportation in assigned areas.
- The service driveway is off limits.

Bicycles, Skateboards, Scooters, etc.

- Students may ride bicycles to school. The school has a

bicycle rack in front of the building for parking during school days. Students need to provide security measures against theft.

- Bicycles are not to be ridden on school sidewalks after arrival on school grounds.
- Failure to operate in a safe manner will result in loss of riding privileges.
- The school does not accept responsibility for lost or damaged equipment.
- We do not permit students to bring scooters or skateboards to school. The primary reason for this rule is problems related to storage and theft.
- Students are not permitted to wear tennis shoes with retractable roller wheels in the school building.

Before and After School Expectations

- The bell will ring at 7:45 a.m. Upon arriving at school, students may enter the school at their grade level doors after the bell at 7:45 a.m.
- Playground equipment is off limits before school. Please plan your arrival to school to be right at 7:45 for entry in the grade-level doors. There will be no supervision on playgrounds before school.
- After dismissal at 2:45 p.m., students should go directly to clubs and activities. Students enrolled in WCKK will line up in the appropriate hall and go to WCKK with an adult from the program.
- Students not involved in any school activity should be off school grounds by 3:00 p.m. unless accompanied by an adult. This includes playing outside on the playground. There is no school supervision after students are dismissed.
- The beginning and end of the school day are very busy times at Willow Creek. Traffic monitors are in place to ensure the safety of our students. Those directing traffic are employees, teachers and/or parent volunteers. Please be courteous to them, follow their instructions, and drive carefully!

Dropping Off and Picking Up

We ask that the guidelines listed below be followed when delivering or picking up children from school:

- Pull into the school driveway from East Long Avenue and line up alongside the curb in front of the school. Please pull forward as far as you can so that other cars may enter the driveway.
- Do not park in the area in front of the building that is designated for buses only.
- Delivery and pickup areas for cars include the curbside area in front of school, the school side of Long Avenue, and the west side of Willow Way.
- If children need to cross a street, please insist that they cross at the crosswalk on South Willow Way and East Long Avenue. It may take you a little more time, but modeling this when you are with them may one day prevent an accident.
- Do not leave your car unattended in the front driveway of the school. This area is a fire lane and drivers must be ready to move their cars immediately if an

emergency vehicle needs this lane.

- Do not let your child off in front of another car by using the second lane in the driveway area.

Dogs/Pets

- Because of allergies, fear of dogs/animals, potential fights between dogs/pets, there should not be any animals on school grounds during school hours.
- Under special circumstances, service animals may be approved.

DISCIPLINE AND CONSEQUENCES

The purpose of discipline and consequences is not to punish the child but to help him or her learn to make better decisions in the future. Children are encouraged to reflect on behavior and to come up with alternative solutions to avoid repetition of undesirable behaviors.

The following are Willow Creek's guidelines for discipline and consequences:

Level I (teachers/teacher assistants handle)

Types of Behavior

Classroom disruptions, unwanted physical contact with others, running in hallway, using a loud voice, inappropriate cafeteria behavior, not following playground rules, and/or not following school expectations, etc.

Possible Consequences

One-on-one conversations with student
Time-outs
Think time on wall at recess (not a classroom consequence)
Parents called by student or an adult
Practice problem solving
Writing a note of apology
Loss of a privilege
Miss recess or stay after school
Behavior reflection sheet

Level II (teacher and/or principal handles)

Types of Behavior

Defacing property, continuous disruptive behavior, abusive/inappropriate language or gestures, defiance of authority, general disregard of school expectations, inappropriate physical or psychological behaviors toward another

Possible Consequences

May include consequences from Level I, but could additionally include:
Parent contact
Behavior report
Behavior reflection form
Restorative practice
Lunch or recess detention
Loss of privileges

Depending on severity of situation, may also include in-school suspension or out-of-school suspension

Level III (principal handles)

Types of Behavior

Sexual harassment; written or oral racial epithets, slurs, or insults based on a person's race, color, religion, ancestry, and/or national origin; fighting, etc.

Any violation of the Cherry Creek Weapons Policy; willful destruction or theft of school property or personal property; use of drugs, alcohol, or tobacco.

Possible Consequences

WILL include a behavior record

May include consequences from Level I or Level II, but could additionally include:

In-school suspension

Out-of-school suspension

Expulsion

Notification of Sheriff's Department

WEATHER DELAYS AND CLOSURES

The Cherry Creek School District is committed to holding school, if possible, even during inclement weather, to ensure that our students continue to learn and reach their academic potential. However, when extreme weather hits, district officials decide whether to close, delay, or hold school as scheduled, based on the safety of students and staff. As early as 3:00 a.m., on bad weather days, the district's transportation supervisors and staff drive the district to evaluate conditions. If those conditions pose a significant safety threat to students and staff that walk, drive, or ride the bus to school, classes will be canceled or delayed. Since the district makes the decision based on conditions across the district, weather conditions where you live may be better or worse than other parts of the district.

While it is the district's goal to hold regularly scheduled classes whenever possible, parents may decide, due to their personal situations relative to the weather, to keep their child at home or bring them later to school. This is always a decision parents can make. Children will be excused for an absence or tardy for this reason.

The Cherry Creek School District's Connect Ed reverse 911 call system will notify you of school closures and delays. Also, information about snow closures and delayed start times is posted on the district's web site at www.cherrycreekschools.org. This information will be sent to local television and radio stations as well.

If schools are closed:

- ❖ Before/After School Day Care Programs at the closed schools will be canceled and closed.
- ❖ All activities scheduled in district facilities are canceled.

If classes are delayed:

- ❖ Elementary school bus pickup and school start times are delayed 1 hour (60 minutes).

EMERGENCY STUDENT CHECKOUT PROCEDURES

The following emergency student checkout procedures may go into effect due to emergency situations (severe weather conditions or secured perimeter lockdown) occurring near dismissal time.

- Students who would normally go to WCKK will still report to daycare. Daycare staff will escort students to the cafeteria and be responsible for checking out those students to their parents.
- All other students will remain in their homeroom classrooms until picked up by parents at grade-level doors.
- Parents will pick up students at grade-level entrances.
- Parents of ILC students may enter through the kindergarten doors and pick up their student in the ILC classroom.

LUNCH AND BREAKFAST PROGRAM

Parents/Guardians may purchase lunch or breakfast daily or purchase credits for student use. Students should take money to the cafeteria at the beginning of the day. Parents/Guardians may also personally deliver payments to our building food service manager.

Free and reduced-price meals are available to those who meet federal income guidelines. Application forms for free or reduced meals are available in the school office or at the administration building.

Cherry Creek School District offers healthy meals every school day. Breakfast costs \$1.85 and lunch costs \$3.00. Your children may qualify for free or reduced-price school meals. Students in all grades that qualify for free or reduced-price meals will receive both breakfast and lunch at no cost.

VOLUNTEERS AND VISITORS

To increase security at Willow Creek, all visitors must check-in at the office as they arrive at school. The visitor will be buzzed into the vestibule, check in with the office then be buzzed into the building. Please do not allow others to enter the building with you. Entrance to the school during the regular school day is monitored by a closed-circuit video.

In addition to new security protocols, Colorado legislation was passed to screen and document all volunteers. Starting in the 2022-2023 school year every volunteer must complete a brief application to support activities in CCSD schools. This information will be automatically linked to the Raptor System. The good news is they only need to

complete this form once per school year, and it will meet the requirement to volunteer in all CCSD buildings. Please go to apps.raptortech.com/Apply/NzU0OmVuLVVT to complete the volunteer application.

Raptor is a visitor registration system that scans a driver's license and/or state ID and checks the information against the National Sex Offender database. If no match is found, the system will print a visitor's sticker with a picture identifying the adult as an approved visitor. Raptor only scans the visitor's name, date of birth and photo for comparison purposes. No other personal identifying information is saved. If the system raises a question about a visitor's background, the school administrator will take the necessary steps to ensure the appropriateness of everyone's visit. Upon your initial visit the process will take approximately 30 seconds. On return visits, office personnel will enter your last name in the database, and the system will recognize you.

There are numerous opportunities to volunteer at Willow Creek. We encourage the participation of parents, guardians, and members of the general community in our school. During registration in August, volunteers are electronically enrolled on a building-wide basis. In addition to this, individual teachers also solicit help for their classrooms. If you need more information about volunteering in our school, please call the school office.

Parents and guardians are welcome to visit classrooms. However, we request that parents/guardians make prior arrangements with a classroom teacher before visiting during the regular school day. Special permission must be obtained for classroom visits more than thirty (30) minutes. We do not permit students who are not enrolled in our school to attend classes in our school.

Our school participates in the Senior Tax Offset Program. Senior citizens who are 60 years of age or older and a homeowner in the Cherry Creek School District can earn credits to offset property taxes by volunteering in our school. Additional information on this program can be accessed by calling Christy Everson at 303-518-9979 or emailing Christy at ceverson@cherrycreekschools.org.

We do utilize the service of volunteers to assist with school field trips. Please contact the classroom teacher if you wish to assist with supervision on a field trip. We do not permit the siblings or friends of a student to join in on our field trip experiences.

LOST AND FOUND

Our school has a lost and found box located in the cafeteria. All lost clothing items are placed in this box. We also have a small box for items such as jewelry and eyeglasses that is kept in the main office. We encourage students and parents/guardians to look for items they have lost. Unclaimed items are given to charity at regular

intervals during the school year. It is helpful for parents/guardians to mark student names on all coats and boots.

FIELD TRIPS

Field trips are considered part of the school program and, regardless of whether students walk or are bused, require a signed permission slip from a parent/guardian. Classroom teachers will notify parents/guardians of upcoming trips and solicit volunteer assistance for supervision.

PARTIES, BIRTHDAYS, AND SPECIAL EVENTS

Room mothers, fathers, or guardians are selected in each classroom to assist with coordinating two parties each year, one at Winter Break and the second on Valentine's Day.

Birthday parties are not to be held at school, and we do not allow families to bring classroom treats. Because of severe allergies and other health implications, as well as respecting all cultures and beliefs about celebrations, all grade levels will adhere to this expectation.

PARENT/GUARDIAN COMMUNICATION

PTO creates a weekly email blast that goes out on Sundays to those families whose parents/guardians have given PTO permission.

Most teams send home Weekly Folders at the end of each school week. The Weekly Folders contain school bulletins, classroom information, student work, and updates on various programs in our school district or local community.

WILLOW CREEK CARES FOR KIDS (WCCK)

This program provides childcare before and after school and on school holidays, non-pupil contact days, and summer and winter vacations. WCCK has a variety of clubs for children to participate in after school, including Homework Club, Computer Club, and Games Club. On non-pupil contact days, WCCK goes on field trips to many locations.

Please contact the Director of the program, Allison Evans, at 720-544-3966 for program details, cost, and enrollment procedures.

HEALTH SERVICES

A school nurse is available if your child becomes sick or injured during the school day. Parents will be notified if the situation cannot be remedied by simple first aid. It is very important that all the information on the emergency cards is correct so that parents can be contacted promptly in an emergency. If any of the contact information changes, particularly parents' work numbers, please notify the school nurse of the new number so that we may reach you when you are needed.

Illness

We want our students in school as much as possible, but

children who are sick belong at home, not at school where they can infect others. If you suspect that your child has strep, you must wait until the culture comes back before returning your child to school or until they have been on medication for 24 hours. If your child has an illness that is causing a fever, please do not let your child return to school until his or her temperature has been normal for 24 hours.

Medication

By law we can only administer medication under certain circumstances. If it is necessary for your child to take medication at school, the following guidelines must be met:

Over-the-counter medications: Written parental permission is required for non-prescription medication purchased over the counter; verbal permission cannot be accepted. Medication must be in the original manufacturer's container with directions attached, including the name of the child, dosage, and time to be administered. A physician's authorization will be required for dosages that are not within the manufacturer's directions.

The exception to this procedure is aspirin, because of its association with Reyes Syndrome. **Aspirin may not be administered without a physician's authorization.** New medication forms must be submitted annually.

Prescription medications: Prescription medications require a physician's authorization, and the medication should be sent to the school nurse in its original container, appropriately labeled by the pharmacy. No more than a one-month supply of the medication may be kept at school. A new medication permission form must be completed with any changes in dosage or type of medication made by the physician. New medication forms must be submitted annually.

Homeopathic/Herbal medication: Homeopathic and herbal medications are treated as prescription medication. These medications require both a physician's signature, as well as the parents' signatures. In addition, the Cherry Creek School District Medical Advisory Board must approve the medication before it can be administered at school. This process takes approximately two to three weeks.

Transportation of medication to school: The safest procedure is for the parents to bring the medication directly to the nurse. The medication should not be sent with the student. In the event an adult is unable to bring the prescription to school, an arrangement can be made with the school nurse where the parent calls and notifies the nurse the day the medication is to arrive. The parent must give the name of the medication sent and the quantity that was sent. The pharmacy or original manufacturer's container must arrive in a sealed envelope. If the procedure is not followed, the medication will be kept in the nurse or

principal's office until the parent can identify the medication and verify the quantity that was sent. Medication must be picked up from the clinic by parent or adult. It may not be sent home with the student.

Controlled medications: Please be aware that these medications present a greater than usual risk of becoming habit forming or being used illegally. These controlled medications are under the jurisdiction of the Federal Drug Enforcement Agency. Examples of common controlled medications include Ritalin, Dexedrine, tranquilizers, or muscle relaxant drugs, Phenobarbital for seizures, and pain medication containing codeine. No more than one month's supply of these drugs may be kept at school.

Medications that are not completely used or picked up by the parent will be discarded at the end of the school year.

These procedures are for your student's protection and safety, as well as the safety of others. We appreciate your cooperation. If you have questions, feel free to contact your school nurse at 720-554-3907. Forms are available in the office to assist you with the medication process.

District Vision and Hearing Screenings

Vision and hearing screenings are 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 screenings. 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 these screenings.

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 the district's 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; the department will also provide 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 our school nurse at 720-554-3907.

Safety and Accidents

School employees to whom the Superintendent of Schools delegates authority shall be responsible for the safety of students enrolled in school during the time the student is on school grounds, at school activities, or being transported in school vehicles. The school district does not provide medical coverage for student injuries caused by accidents.

Student Health Insurance

Supplemental school day and twenty-four-hour insurance coverage is available for students to cover losses resulting from bodily injury sustained at school or school-supervised activities away from school premises. Parents/Guardians bear the cost of the premium for this insurance. The school is not an insurance agency and the insurance is optional. The school provides the opportunity to purchase insurance as a service. All questions regarding claims, payments, and amounts of coverage should be directed to the insurance company or its agent.

Colorado Child Health Plan

Health-care coverage is available for uninsured Colorado children living with families who meet the established income guidelines set up by the Colorado Child Health Plan.

Health Education

The Board of Education is committed to a comprehensive health education program as part of each student's general education. The health education program should emphasize information, skills, and knowledge necessary for students to understand and appreciate the functioning and proper care of the human body.

As part of the anatomy unit in science, 5th graders are provided information on growth and development. Parents/Guardians are notified in advance of this presentation by letter and are invited to view materials to be used.

Thank you for reading our expectations and for supporting a safe, healthy, learning environment at Willow Creek. While I am extremely proud of our academic accomplishments, we are all also focused on an inclusive environment where all children can access learning opportunities and find joy in learning and interacting with peers. Please do not hesitate to contact me or the main office if you have questions, concerns, or celebrations!

*Take good care,
Mary Whitney
Principal*