



# DUTCH CREEK ELEMENTARY

7304 West Roxbury Place  
Littleton, Colorado 80128



SCHOOL PHONE..... 303-982-4565  
FAX..... 303-982-4566  
ATTENDANCE LINE..... 303-982-4564

**DUTCH CREEK INFORMATION LINE.....303-982-4550**

- Staff Voice Mail..... Press 2
- School Announcements..... Press 3
- Lunch Menu..... Press 4
- District Announcements..... Press 5

SCHOOL HOURS..... 8:00 AM - 2:45 PM  
OFFICE HOURS..... 7:30 AM - 4:00 PM

### KINDERGARTEN HOURS

Full Day: Monday through Friday 8:00 AM - 2:45 PM  
Half Day: Monday through Friday 8:00 AM – 12:00 PM

SCHOOL MASCOT.....Dolphin

SCHOOL COLORS..... Blue and White

SCHOOL HISTORY..... Dutch Creek was named for the creek that borders our school property. The school was built in 1973 and was remodeled in 1988. A new addition was completed in the spring of 1995.

Dear Parents and Students,

As the Principal at Dutch Creek, I would like to welcome everyone to the 2018-2019 school year! Dutch Creek recognizes the importance of strong partnerships with parents and community members. We will strive each and everyday to make this a welcoming environment where ALL children have optimum opportunities to grow both academically and socially. Please read through this school handbook and the Jefferson County School District Code of Conduct booklet and keep it readily available for reference throughout the year. Together we can ensure a safe, enjoyable and rewarding scholastic year for everyone!

Sincerely,  
Mrs. Jennifer Pennell, Principal

## DUTCH CREEK MISSION STATEMENT

Mission: We are building a diverse community of lifelong learners where our children feel safe, supported, and loved, their success is self-driven, and aspirations and expectations are sky high.

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

## SCHOOL PERSONNEL

Principal:	Mrs. Pennell
Secretaries:	Mrs. Evans, Mrs. Cunningham
Clinic:	Mrs. Kenny
<b>Columbine Area Nurse:</b>	<b>TBD</b>
Facility Maintenance:	Mrs. Arnold
Evening Custodian:	Mr. Medlock, Mr. Herold
Cafeteria:	Mrs. Morlock, Mrs. Matsuzawa
Kindergarten:	Mrs. Buescher, Mrs. Ashbrook
<b>1st grade:</b>	Mrs. Ogborn, <b>TBD</b>
2nd grade:	Ms. Kirwin, Mrs. Tyner
3rd grade:	Mrs. Bechstein, Mrs. Butler
4th grade:	Mrs. Beers, Mrs. Marino
5th grade:	Mrs. McGarvey, Mrs. Oliver
6th grade:	Mrs. Brasher, Mrs. Turner
Library:	Mrs. Workman
Art:	Mrs. Rauh
Music:	Mr. Hunt, Mr. Zigman
PE:	Mr. Bierzychudek
<b>SELS:</b>	<b>TBD</b> , Mrs. Rupiper
<b>ELL:</b>	
Psychologist:	Ms. Eikleberry
Speech and Language:	Mrs. Prevost
Occupational Therapist:	Mrs. Henderson
Foothills B/A School Program:	Mr. Dockweiler
Band/Orchestra:	Mr. Gates

### Teacher Assistants:

Mrs. Hightower	Mrs. Wells
Ms. Lowery	Mrs. Coberly
Mrs. Miller	

DUTCH CREEK STAFF VOICE MAIL #'S & E-MAIL ADDRESSES

\*\*\*These are voicemails and not direct lines – Contact the main office if you need to talk with someone immediately.

Arnold, Traci 303-982-4522 [traci.blucher@jeffco.k12.co.us](mailto:traci.blucher@jeffco.k12.co.us)  
Ashbrook, Jenny 303-982-4779 [jennifer.ashbrook@jeffco.k12.co.us](mailto:jennifer.ashbrook@jeffco.k12.co.us)  
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Cunningham, Diana **TBD** [diana.cunningham@jeffco.k12.co.us](mailto:diana.cunningham@jeffco.k12.co.us)  
Dockweiler, Phil 303-598-5510 Foothills Before & After  
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Prevost, Amy 303-982-4319 [amy.prevost@jeffco.k12.co.us](mailto:amy.prevost@jeffco.k12.co.us)  
Rauh, Gina 303-982-5351 [gina.rauh@jeffco.k12.co.us](mailto:gina.rauh@jeffco.k12.co.us)  
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Vanosdoll, Kristen 303-982-8008 [kristen.vanosdo@jeffco.k12.co.us](mailto:kristen.vanosdo@jeffco.k12.co.us)

Wells, Shay 303-982-4532 [shalane.wells@jeffco.k12.co.us](mailto:shalane.wells@jeffco.k12.co.us)  
Workman, Desiree 303-982-5512 [desiree.workman@jeffco.k12.co.us](mailto:desiree.workman@jeffco.k12.co.us)  
Zigman, Joel **TBD** [joel.zigman@jeffco.k12.co.us](mailto:joel.zigman@jeffco.k12.co.us)

THE JEFFERSON COUNTY SCHOOL DISTRICT R-1 DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES:

Executive Director  
Employee Relations  
1829 Denver West Drive, Building 27  
Golden, CO 80401  
(303) 982-6544

	<b><u>D.I.V.E. RULES</u></b>	
<b>D Demonstrate Respect</b>		
<b>I Improve Self</b>		
<b>V Value Learning</b>		
<b>E Environmental Care</b>		

## PARENTS SUPPORTING LEARNING

1. Attend all conferences with your child's teacher.
2. Read to your child every day.
3. Have your child read to you.
4. Have your child read independently every day.
5. Set aside a time and place for your child to study.
6. Help with spelling practice every week.
7. Help with basic math facts every week.
8. Ask your child questions about school – listen.
9. Ask your child's teacher when you are concerned, confused or need additional information.
10. Look at your child's homework on a weekly basis.
11. Help your child with choices about how to spend time after school.
12. Reinforce good behavior with words of encouragement and a hug.
13. Have fun together. Use games, puzzles, the public library, etc.
14. Volunteer in your child's classroom.
15. Ask the teacher if they need your assistance.
16. Join PTS (Parent Teacher Student Association).
17. Join SIT (School Improvement/Accountability Team).
18. Approach conflict by problem solving:
  - What happened?
  - What can you do about it?
  - What will improve the problem?
  - What are possible solutions?
  - Who can help?
19. Be involved with the activities and programs at Dutch Creek.
20. Take pride in being a member of the Dutch Creek Elementary Community.

## START OF EACH SCHOOL DAY

We have implemented a "Soft Start", which means students may enter the school building and proceed to their classrooms at 7:45 AM. This enables them to enter the classroom, get settled, and organize themselves for the school day. Learning begins promptly at 8:00 am. Parents and guardians - we would appreciate it if you would not take advantage of this by sending your students earlier than 7:45 AM because they are unsupervised. Our staff elected to have students enter the classroom at 7:45, which is 15 minutes before the start of their work time with students, because it creates a calm, learning-focused environment. Please respect the fact our teachers have elected to give this time, by not sending your student before 7:45 AM.

We offer a breakfast program that starts at 7:40 AM. If you student eats breakfast at Dutch Creek they may be in the school at 7:40 AM.

**PLEASE NOTE.... THE FRONT & BACK DOORS OF THE SCHOOL WILL BE UNLOCKED AT 7:40 AM.**

## SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

Members of the School Accountability Committee (SAC) generate ways to improve Dutch Creek. They monitor our progress. Together we identify and implement ways to strengthen our relationships with community members, parents, and students. This is open to everyone.

All parents, staff members, individuals from the community, and students (when appropriate) are welcome to attend.

SAC Team meets the second Thursday of each month from 7:00-8:00 PM in the Library. This meeting is open to anyone who would like to join.

## DUTCH CREEK PTSA

The Dutch Creek Parent/Teacher/Student Association (PTSA) is affiliated with the State and National Associations. As a local organization, the PTSA serves as a valuable communications link between the school and the community. Together we work to identify and meet the needs of the students. As an affiliate of the State and National Associations, Dutch Creek PTSA receives support and keeps informed about educational trends and challenges throughout the state and nation. We believe a strong PTSA enhances the school experience for each child and the entire school. Our PTSA Board is focused on serving the students of Dutch Creek and increasing our volunteerism. PTSA meets the second Thursday of each month from 6:00-7:00 PM in the Library. Free childcare is provided. This meeting is open to everyone.

## IMPORTANT EVENTS FOR PARENTS TO ATTEND

- Kindergarten Parent Orientation/Back to School Night – August 14<sup>th</sup> (6:30 PM)
- Back to School Night – 1<sup>st</sup>-6<sup>th</sup> Grades August 22<sup>nd</sup> (6:00-8:00 PM)

This evening includes introductions of all staff members. Then teachers present an overview of the curriculum and procedures. This is an important night to familiarize yourself with your student's teacher which is a critical first step to having a successful school year. Childcare is provided for school-age children. Children may wear pajamas and can enjoy popsicles.
- Fall Parent/Teacher Conferences Oct. 10<sup>th</sup> and Oct. 11<sup>th</sup> (3:00-8:00 PM)

Fall parent/teacher conferences are an opportunity to have one-on-one discussion time regarding your student's academic, social, emotional successes and areas for growth. Parent/teacher conferences offer a collaborative opportunity for us to learn more about your child and generate ideas regarding how they can best be supported.

- Spring Parent/Teacher Conferences Feb. 20<sup>th</sup> and Feb. 21<sup>st</sup> (3:00-8:00 PM)

Spring parent/teacher conferences are an opportunity to examine and have discussions with your student's teacher about their progress. This is a good opportunity to initiate planning for next year. These are parent and/or teacher initiated.

## HOURS

Students are expected to arrive on the school grounds between 7:45 and 8:00 AM. School starts promptly at 8:00 AM. The tardy bell rings at 8:05 am. Students arriving later than 8:05 am must first check in at the office.

Under no circumstances should children be dropped off at school prior to 7:45 AM unless attending a special activity. This is for the safety of all students as there is no outside supervision before 7:45 AM. Students will not be dismissed before 2:45 PM without parent permission or permission of those listed on the emergency contact list.

## EARLY RELEASE DAYS

There will only be one early release day for the 2018-19 school year. The district instead is opting for a few full-day professional learning days for teachers. Students will NOT attend school on full-day professional learning days.

## Full-Day Professional Learning for Teachers – NO School for Students:

- September 21<sup>st</sup>
- November 2<sup>nd</sup>
- February 15<sup>th</sup>
- March 15<sup>th</sup>
- April 26<sup>th</sup>
- The **only early release day - May 23<sup>rd</sup>** (last day of school). Students dismiss at 12:15 p.m. and lunch is NOT served.

### 2018-2019 STUDENT TESTING DAYS

Student testing days for the 2018-2019 school year are August 23 & 24, 2018 and May 2 & 3, 2019. Teachers conduct individual testing by appointment on these days. Testing results help monitor the growth of each student. Other than your child's appointment times in the fall and spring, you will not send your child to school on those dates. Sign-ups for the August testing days will be at Packet Pick-Up/Registration on August 1<sup>st</sup>. Sign-ups for the May testing days will be at Parent/Teacher Conferences on February 20 & 21, 2019. In August teachers will conduct some basic assessments and orient the children to the building and our Positive Behavior Support system (PBS) and D.I.V.E. rules.

### STUDENT CHECK OUT PROCEDURES

Parents are required to come to the office and sign out their children when picking them up during school hours. This is a safety precaution. A child is never sent home during the school day without permission from a parent, guardian, or those designated on the emergency contact list.

### JEFFCO CONNECT

Parents are asked to keep school emergency card telephone numbers up-to-date at ALL times by using Jeffco Connect - <https://jeffcoconnect.jeffco.k12.co.us/>. It is extremely important to keep the office informed of any change of address, home phone number, cell phone numbers, or work numbers. This is for the protection of your child in case of an illness, injury or other emergency. Given any emergency we use the phone numbers you provided us in Jeffco Connect at the start of the school year. If you have forgotten your username/password, please call Diana Cunningham (in the office) at 303-982-4565.

### ATTENDANCE POLICY

Parents are asked to call the school attendance line, 303-982-4564, when their child will be absent from school. Each morning, beginning at 8:15 AM, we will call parents if their child is absent without prior notification. Phone calls will be made to parents and conferences will be scheduled if attendance becomes a

concern, typically 10 days or more. If the problem continues, the school will contact the Truancy Office to seek further support.

Attendance is a significant part of success in school. Parents please help us keep education as a high priority by expecting your child to attend every day unless they are ill.

Attendance letters will be sent to parents whose student has excessive absences (in most cases 10 days of absence).

### CLOSING OF SCHOOL

In cases of severe weather, local radio and TV stations will announce school closures. The district suggests parents listen to: KOA 850 AM, KYGO 98.5 FM, KOSI 101.1 FM, KQKS 107.5 FM, AND CHANNELS 4, 7 and 9. Call 303-982-4550 and press 3 for school announcements. Snow days and early dismissal messages will be put on our school announcement line as early as possible.

REMINDER, DUTCH CREEK ELEMENTARY IS A JEFFERSON COUNTY SCHOOL – NOT A LITTLETON PUBLIC SCHOOL!

### STORMS -- DELAYED DISMISSAL

In the event that we experience severe weather conditions at our scheduled dismissal time, the principal may decide to delay the dismissal of students. If this should happen, students will be kept in school until it is considered safe to excuse them or until parents/guardians have picked them up.

### SCHOOL VISITATIONS

Parents and guardians are encouraged to visit school. Visitations give parents and guardians the opportunity to directly observe the learning process. Many parents find visitations also provide insight into their child's relationships with others. To schedule a visitation, please contact the teacher. Teachers can help identify a time that a visitation will be most meaningful for both parents and students. Many parents also enjoy having lunch with their student.

### PHONE USE

Children will be allowed to use the classroom telephone only in cases of emergency. Permission from a classroom teacher is required.

### CELLULAR PHONE

If a parent insists that their student carry a cell phone or a wrist phone for emergency purposes, the phone must be turned off and kept in the student's backpack while in the school building. Please be aware the school will not assume responsibility for lost, damaged or stolen cell phones. Parents please reinforce appropriate use of cell phones.

Cell phones should:

- be turned off and stored in backpacks or book bags at all times during the school day.
- not be used to text message or take pictures of other students.

*Parents – please regularly review your student's call log and text messages so you are ensuring appropriate supervision and guidance for your son or daughter. Inappropriate text messages generated some discipline this last year.*

### 2018-2019 ENRICHMENT ACTIVITIES @ DUTCH CREEK

Art Club  
After School Karate  
Back to School Night/ Curriculum Night  
Band  
Before School Yoga  
Before and After School Daycare W/ Foothills Parks and Recreation  
Chess Club  
Choir  
Drama Club  
Field Day  
Intramural(s) Basketball  
Kindergarten Meet & Greet (For Our Kdg. Parents' First Day)  
LEGO Club  
Mad Science  
Music Performances  
Orchestra  
Outdoor Lab School

PTSA (Parent Teacher Student Association)

Race to Read  
Science Fair  
SAC  
Spelling Bee  
Student Ambassadors  
Student Leadership  
Yearbook  
Young Ameritowne for 5<sup>th</sup> & 6<sup>th</sup> Graders  
Young Rembrandts

### LOST AND FOUND

We have two lost and found areas in the school. One is located at the end of the main hallway near the back door. The other is located in the office for small and/or valuable items. Periodically the lost and found is bagged and delivered to a community service center. This will be communicated several times in the "Dutch Creek Reminder" prior to the donation. Be sure to label jackets, sweatshirts, lunch boxes, etc. with your child's name.

### TOYS AND PERSONAL ITEMS

Toys, gadgets and electronic devices are not to be brought to school without teacher permission. Fidget Spinners and Cubes are only allowed at school if allocated by a teacher or other staff member. If you believe your child would benefit from a fidget tool, please contact your child's teacher to have a discussion. If permitted, Fidget tools are to be used properly, which means: used during learning time to maintain focus; kept in the possession of 1 student; used in a quiet manner that is not distracting to self or others. Teachers and staff members reserve the right to remove a fidget device/tool at any time if it is misused. If permitted, these items need to be clearly marked with the student's name. Please be aware that we will not assume responsibility for lost, damaged or stolen materials. There are to be no sales or exchanges of money for items or goods by students on school property.

## SCHOOL HEALTH ROOM

Health Room Aides staff school Health Rooms in Jefferson County everyday. When Health Room aides are not in the Health Room, the office staff provides care. While personnel in these positions have had First Aid training, they are not registered nurses nor are they doctors. A nurse is available in the Columbine Area on a consultation basis. Health Room Aides and secretaries tend to many injuries, big and small. Whenever there is a question about further medical attention, parents are called to make that decision. In emergency situations, the paramedics will be called for help.

Please do not send sick children to school. If your child wakes up with a fever or vomiting, please do not send them to school that day. If your child comes to the Health Room during the school day with a temperature of 100 degrees or more or is vomiting, you will be called to come and pick up your son or daughter at that time. It is imperative that parents provide a home phone number, work number, and emergency number of a relative or friend in Jeffco Connect so the office can reach someone when needed. These are the numbers that are called if and when there is an emergency.

## COLORADO IMMUNIZATION LAW

Immunization requirements as stated in Colorado Law will be strictly enforced for all Jefferson County students. Students new to the District whose immunizations are not up to date will be given fourteen (14) days from the date of school entry to comply. Non-compliance will result in suspension from school. Contact the school if you have questions regarding the requirements.

## MEDICATION

All medication must be stored in the school clinic. The school does not provide pain relievers or any other medications. All medications should be products that are safe for children.

Each medication must come in its original container, whether it is prescription or over-the counter (OTC), with a valid expiration date and with the proper documentation. If administration of medication requires a half pill be given, it shall be halved by the parent/guardian prior to being delivered to the school.

\*\*Loose cough drops will not be administered. \*\*

The forms, available in the clinic or the office, are specific to each medication:

- albuterol inhalers - Colorado School Asthma Care Plan
- epinephrine and/or antihistamine - Allergy and Anaphylaxis Action Plan and Medication Orders
- prescription medications
- all over the counter medications

When sending medication to school with a student, it is the parent/guardian's responsibility to ensure the medication is delivered to the clinic prior to the start of school. Medicines can be dangerous to other students and must be kept locked in the clinic. Please help reinforce the expectation that your child not hand out medication to other students nor take medication from other students.

## BICYCLES / SCOOTERS

Children are permitted to ride bicycles/scooters to and from school with the consent of their parents. Students are expected to follow two basic rules:

1. Walk bicycles/scooters on the school grounds.
2. Park and lock bicycles/scooters in the designated area only.

Students are to remove their bicycles/scooters from school premises after school. Bicycles/scooters are brought to school at your own risk. The school is not responsible for bicycle/scooter theft or damage. Students are expected to bring individual locks to lock their bicycles/ scooters each day. Parents, please review and enforce bicycle/scooter safety rules with students who ride bicycles or scooters as well as traffic and safety expectations for cyclists and students who utilize scooters as a mode of transportation. We also encourage your students to wear a helmet.

### STAYING AFTER SCHOOL

Occasionally a teacher will need to keep a student (or students) after school for additional instruction, information, discipline, etc. If it is necessary for your child to stay longer than five minutes, you will be notified. Please let the principal or your child's teacher know if this possible five-minute delay in your child's departure from school will create a hardship for you.

### CELEBRATIONS

Halloween (Oct. 31<sup>st</sup>) – 8:00-9:30 AM

This party is planned and organized through homeroom managers. Please contact homeroom parents and/or classroom teachers with questions or if you would like to help.

Valentine's Exchange (Feb. 14<sup>th</sup>) – 2:30-2:45 PM

### INSTRUMENTAL MUSIC

Instrumental music is an elective class open to interested fifth and sixth graders. Classes meet twice a week during the school day. Students may purchase their own instruments, rent from local music stores or possibly use school-owned instruments. Please contact Mr. Gates, Band/Orchestra teacher, at 303-982-7867 if you have any questions.

### LIC

The Library Information Center (LIC) is an integral part of Dutch Creek's instructional program. Students are taught how to access resource information as well as how to select reading materials for enjoyment. Students in grades one through six may check out two books for two weeks. Kindergarten students may check out one book for one week. Reference materials may be checked out for overnight use only. They must be back in the LIC by 8:10 a.m. the next morning. Research will also be conducted in the media center using print and electronic resources.

### HOMEWORK

Homework is assigned to reinforce daily learning of concepts. Such assignments might include:

1. Completion of daily/weekly classroom assignments.
2. Make-up work as a result of an absence.
3. Additional assignments designed to help children work up to their abilities.
4. Work planned to help children with particular difficulties.
5. Assignments made for the purpose of encouraging pupils to pursue an individual interest or ability.

Generally speaking, we aim for 10 minutes per grade level, so 6<sup>th</sup> grade may have 60 minutes on average of homework per week night.

### REPORT CARDS

Report cards are one tool used by teachers to communicate student progress at school. Mid-term report cards and trimester report cards will be sent home with your student on the following dates:

- November 16<sup>th</sup> – 1<sup>st</sup> trimester report card (Kdg.-6<sup>th</sup>)
- March 8<sup>th</sup> – 2<sup>nd</sup> trimester report card (Kdg.-6<sup>th</sup>)
- May 22<sup>nd</sup> – 3<sup>rd</sup> trimester report card (5<sup>th</sup> & 6<sup>th</sup>)
- May 23<sup>rd</sup> – 3<sup>rd</sup> trimester report card (Kdg.-4<sup>th</sup>)

### TESTING

In compliance with state standards, Jefferson County administers a series of assessments. These assessments tell us where the student stands in relation to the standards he or she is trying to reach and how well we are serving the needs of our students. CogAT testing is completed in the fall in 2<sup>nd</sup> grade and for all new students. Jeffco has embedded assessments in various content areas at designated grade levels. We are willing to share any progress monitoring data that pertains to your student. Please ask the classroom teacher, instructional coach, or principal if you have any questions. This includes MAP testing and a variety of other assessments.

## DRESS

The Jefferson County School Board states, “The appearance of dress of students shall not be disruptive to the education process or constitute a health or safety hazard”. We strongly encourage parents to play an active role in determining how their children dress for school. Clothing and/or appearance considered to be inappropriate will be brought to the attention of the student and parents if needed.

Dutch Creek takes a conservative position regarding student dress. The following standards apply at Dutch Creek. Expectations include but are not limited to:

- Students wearing pants or shorts larger than their natural size must wear a belt that keeps clothing on their hips.
- Hats are worn outside the building only. Bandanas and the hoods of “hoodies” are also not allowed to be worn in the building. If you have a diagnosed reason to wear a hat, please speak to the office staff.
- Shoes, sandals, or boots must be worn in the building. Slippers are not allowed. FOR SAFETY REASONS, FLIP FLOPS ARE STRONGLY DISCOURAGED!
- Dress or personal appearance that is distracting to the educational process is not allowed. This includes: short shorts & short skirts (shorts & skirts should reach to mid-thigh), halter tops, low cut tops, muscle shirts, spaghetti straps, tank tops with straps narrower than 2 inches, pajamas, pants with holes in them, see-through clothing and clothing that allows bare midriffs (shirts and blouses must be long enough to be tucked in).
- Hair dye is preferred to represent natural colors at school so it is not a disruption to learning. If hair color is a distraction to your child or any other student the main office staff will contact you and ask you to remove it.
- Any clothing advertising or promoting tobacco, alcohol, drugs, sex, etc. should not be worn at Dutch Creek. Students will be asked to turn objectionable shirts inside out and to not wear them to school again.
- Sunglasses are to be worn outside the building.

- Mohawks are to be worn down during the school day.
- Parents may be contacted to provide a change of clothes. Inappropriate items may be confiscated and will be returned to parents by the administrator.
- It is important that children come to school dressed appropriately for the weather. Belongings (including jackets, backpacks, etc.) should be clearly marked with their name.
- Unless the weather is 20 degrees or below, we typically send students out for recess.
- Please note, the dress code applies to school sponsored activities as well as field trips.

## INTERVENTION

The Intervention/Related Services staff provides programs for eligible students. The process begins with the referral of a student to our Intervention team. Referrals of students may be initiated by parents/guardians, the school, or an outside association or agency. Parents are always involved in determining special program placement and must give permission before services may begin. Intervention services and programs available at Dutch Creek include counseling (through the school psychologist), speech and language services, pull-out, and in class support for children with educational disabilities. Support and consultation with students, teachers, and parents are available from the resource team on an as needed/intervention basis. This is a short-term service. Additional information regarding special education services is available in the school office.

## BREAKFAST, LUNCH, AND LUNCH LOANS

Did you know that your child can eat breakfast for FREE at Dutch Creek if he/she is on the free OR reduced lunch program? Breakfast is served daily from 7:40-8:00 AM. The cost of breakfast for students is \$1.85. You do not need to sign up ahead of time in order to eat breakfast at Dutch Creek.

Children are given a 50-minute period to eat their lunch and play outside. They may purchase hot lunches daily for \$2.85. Students may purchase lunchmarks, which can be used at any time. Lunchmarks are lunch credits recorded on computer in the cafeteria. We recommend that parents purchase at least 5 lunchmarks for each child in the family. Lunchmarks will be “banked” for the entire year or until a student has used them. Using lunchmarks insures that your child will always have lunch. It is the child’s responsibility to keep track of money brought to school. If the family chooses, children may bring sack lunches. Milk and bottled water are available to buy for 85¢. A student may take up to 3 lunch loans (for those who forget or lose their lunch or lunch money).

Food service guidelines allow students eating hot lunch to receive up to two condiments with their meal per the Federal Nutritional Guidelines of the Health Hungry Kids Act.

### Elementary Meal Prices:

Breakfast \$1.85	Lunch - \$2.85
<u>Reduced Breakfast :</u>	<u>Reduced Lunch:</u>
Grades K-6 - No Charge	Grades K-5 – No Charge
	Grade 6 - \$.40

Jeffco is no longer using MyPaymentsPlus for school meal payments. Food and Nutrition Services is pleased to announce School Café, arriving July 1<sup>st</sup>! This will be a “one-stop shopping” experience for families that take advantage of school breakfast and lunch. In July, users will simply need to create an online account in order to:

- Apply for Free/Reduced meals. Remember, this must be done every year. Paper applications will also be available at Dutch Creek during Packet Pick-Up Day on August 1<sup>st</sup>. If you think your family may qualify for Free/Reduced lunch, please consider applying. The higher our free/reduced lunch percentages are, the more funding and support we get!

- Pay for meals online. Account balances will be transferred from the old system to School Café.

Please stay tuned for more details to come!

If you have any questions, please contact Jeffco Schools' Food and Nutrition Office at (303) 982-6748.

Students at the Elementary level may charge meals up to a total dollar amount of \$7.50, which includes Breakfast and Lunch. The \$7.50 loan limit applies regardless of student eligibility status.

These Lunch Loans are to be repaid immediately by the student or the students parents. Food Services will not be able to extend further credit to any student beyond the \$7.50 loan. Parents will be advised of the student loans via notices sent home with the child from Food Services. Once loans have been repaid in full to the School Cafeteria Manager the student will again be eligible for a lunch loan if needed, keeping in mind the \$7.50 loan limit.

To assure that no student goes through the day without food, any student who has reached the \$7.50 loan limit will be provided with alternate lunch at no charge.

This department employs approximately 600 full and part-time employees that prepare over 6 million meals a year. Food and Nutrition Services is a self-supporting enterprise funded within the district. No General Fund monies are utilized to support these operations. All funds are generated through paid meal service, ala carte sales and state and federal reimbursement. JEFFCO Schools participates in the USDA School Lunch, Breakfast and commodity food programs. Meals are available to all district students and staff at a reasonable cost and are available to eligible students at a free or reduced price based on USDA program guidelines. Visit the Healthy Living Web site, which is designed to provide parents and students with an interactive tool to access the nutrient data from our breakfast and lunch menu items. You will also find lesson plans and more.

## CAFETERIA PROCEDURES

Lunchtime provides an opportunity for students to socialize and relax as they eat. At times, it is necessary to quickly gain the attention of the group of students so that noise levels may be adjusted, food and drink do not damage school or personal property, and students demonstrate polite manners.

### Expectations:

1. Walk when getting lunch and when leaving the cafeteria.
2. Talk quietly to others at the table.
3. Be responsible for cleaning individual eating area (table and floor).
4. Raise hand to be dismissed by the supervising adult.
5. Eat food only in the cafeteria.
6. Use polite, acceptable manners at all times including regular use of “please” and “thank you”.
7. Stop talking when the lights are turned off.

If these expectations are not met, the adults in the cafeteria will discuss the problem with the student first. If the problem continues, expect one or more of the following to occur:

1. Students may receive an assigned seat.
2. Students may lose some or all of their recess time.
3. Students may be given the chance to correct their behavior i.e. walking when running, say “please” and “thank you”.
4. Students may be asked to assist in clean up in the cafeteria.
5. Referral to the classroom teacher.
6. Referral to an administrator.

## VANDALISM

If you see anyone causing harm or destroying property at Dutch Creek after school hours or on weekends, please call the Jefferson County Sheriff Department at 303-277-0211 or Jeffco Schools Security at 303-232-8688.

## PLAYGROUND

School playground equipment is available for students to use during recess. Students choosing to bring personal items to school do so at their own risk. We ask that they keep those items at home.

## PLAYGROUND RULES

Mutual respect and good safety practices will be observed at all times. All students are expected to obey the playground supervisors. Safety, good sportsmanship, and respect to others will be emphasized at Dutch Creek Elementary. We want to be safe on the playground, so we will follow these rules:

### General Playground Rules

1. Be polite. Respect each other. Treat others as you want to be treated. Keep your hands and feet to yourself.
2. Line up as soon as the bell rings/whistle is blown. All play stops when the bell rings/whistle is blown. Please carry all equipment to the blacktop area.
3. Don't run through and interfere with other people's games. Respect everyone's rights to be on the playground and enjoy their recess. There are no closed games – everyone should be able to play with everyone and take turns.
4. There may be snow, ice or water on the playground. Try to stay clean and dry by staying away from the snow, ice or water.
5. Use caution and common sense when using any type of equipment.
6. Playing tag while on the equipment is not safe. We ask students not play chasing games due to injuries. No “monkey on the ground”.
7. If someone is hurt, find an adult immediately! If they are not able to move, do not move them.
8. Last class at recess; please bring in all of the equipment when finished playing.
9. Respect neighboring homes and yards by staying at the edge of the blacktop at all times.

10. Follow the rules of the games. If there are questions regarding rules, such as in Four Square, refer to rules set by the PE teacher.
11. Explaining your side is appropriate; arguing or talking back is not acceptable.
12. Resolve problems with the help of an adult. Paraprofessionals have the final authority on the playground.
13. Problem situations will be brought to the attention of the principal as needed.
14. Shooting games generated some discipline the last couple of years because they caused concern for the safety with other students. These games are not appropriate at Dutch Creek.

### Swings

1. Only one person to a swing. Sit on the swing with your bottom.
2. No jumping off, acrobatics, flips, twisting the chains, swinging sideways raising the swings, holding hands while you swing, climbing on the chains and/or poles. Walking or running between the swings while they are in use is not safe.
3. No saving swings – they are on a first come, first swing basis.

### Hills

1. Running leaps off the hills are dangerous and not allowed.
2. Stay off hills when wet, muddy and/or snowy.
3. No rolling down the hills is allowed due to the pavement at the bottom of the hill that could cause injury.
4. No parkour (jumping off) play structures, tables, chairs, etc.

### Bars

1. “Baby drops” from the bars are not allowed.

### Slides

2. Go down the slide one person at a time in a seated position with your feet first.
3. Chains of people, clogging or running up the wrong way are not allowed.
4. Do not straddle legs over the edge of the slide

5. Do not jump off the side of the slides.
6. Throwing rocks and/or sand onto the slide is not appropriate.
7. Take turns with others. Keep your hands and feet to yourself.
8. Do not walk up the slide backwards.

### Ball Wall

1. A maximum of five persons will be permitted to use the wall at one time.
2. Only soft-sided balls are to be used.
3. Intent of the wall is as a handball wall instead of a dodge ball wall.

### Field

1. One hand touch games only. No tackling. No pushing.
2. Share the field with others. Running through other games is not appropriate.
3. Stay in playground areas only. Speak with playground supervisors regarding lost balls.
4. Sit on benches, not fences.
5. No climbing on soccer posts, trees, swings, poles or fences.
6. If two grade levels are on the field at the same time, the field will be split by the playground supervisors. The first grade level outside will take the far side of the field and the second grade level will take the side nearest the school building.

### Amphitheater

1. No access will be granted to the amphitheater while the ground is snowy, muddy and/or wet.
2. No running up or down the seats/steps at any time.

### Snow

1. When mounds of snow are left behind by the snow plow, they are not to be climbed and should be left alone.
2. Rolling snow while on the ground and building snowmen is acceptable for students wearing appropriate clothing to play in the snow (i.e. Boots, gloves, jacket...)

### General Guidelines for the Playground:

1. Students are asked to remain outside during recess unless given permission to come in by an administrator, teacher, or a teacher's aide.
2. During recess, stay on the playing field/playground area.
3. School bells and whistles indicate immediate stop of play and return to the appropriate line.
4. There is to be no food on the playground. This includes gum, drinks and candy (unless authorized by the principal).
5. Students are allowed to bring their own sports equipment such as balls and jump ropes to school. They are asked to use them appropriately and safely with consideration for others. They should be marked with the student's name. The school assumes no liability for lost, damaged or stolen items. The school provides some playground balls. Bats, hard balls and lacrosse equipment are not appropriate for school.
6. Students may not bring radios, walkmans, CD or cassette players, Gameboys, iPods or other electronic toys to school as we will not assume responsibility if they are lost or stolen.
7. Students will bring and wear clothing appropriate for the weather.
8. Tackling, chasing, spitting, fighting, rough-housing, and behavior that causes others to feel threatened or intimidated is not allowed and may result in an office referral.
9. Gestures that may be interpreted as threatening and/or harassing (such as pretending to shoot or stab each other, etc.) will not be tolerated and may result in an office referral.

### Responses to Playground Problems:

1. The supervising adult will discuss the problem with the student.
2. Elimination of the activity.
3. Time-out may include an assigned amount of time in a designated location on the playground.
4. Referral to the classroom teacher.
5. Referral to an administrator.
6. Loss of playground privileges.
7. Behavior Report sent to parents.

### DISCIPLINE + POSITIVE BEHAVIOR SUPPORT

Dutch Creek is a Positive Behavior Support School. During the 2004-2005 school year we partnered with the Colorado Department of Education in effort to enhance school norms and behavior expectations. Through this process Dutch Creek developed a Behavior Expectations Matrix and Systemic School Rules, called D.I.V.E. Rules. School Behavior Expectations are reviewed thoroughly with students in each classroom. Please review them with each of your children at home.

#### D.I.V.E. Rules

Demonstrate Respect

Improve Self

Value Learning

Environmental Care

The expectations fall under the categories of Safety, Responsibility, and Respect and are part of a discipline plan developed by the staff of Dutch Creek and reviewed by the School Improvement Team in the fall of 2010. The plan addresses disruptive behaviors and follows the policies outlined in the "Jefferson County School Conduct Code" booklet.

### Students Will Act Safely:

- I will walk in the school building, excluding the gym.
- I will not throw rocks, sand, snow or any object that might harm another person.
- I will not fight on school grounds.
- I will avoid rough play that may lead to hurting someone.
- I will follow playground rules.
- I will not bring lighters, matches, or fireworks to school.
- I will not have weapons at school, including toy guns, toy knives and pocketknives.
- I will not use any item to harm another person.

### Students Will Show Responsibility for School Property:

- I will maintain school furniture.
- I will keep walls, desks, chairs, etc. free of marks.
- I will take care of bathrooms.
- I will not chew gum.
- I will not take, destroy or ruin the property of others.

### Students Will Help Maintain Good Learning Environments For All:

- I will listen.
- I will attend to my work.
- I will not disrespect or disturb others.
- I will dress in a manner that does not disrupt the school environment and clothing will be free of drug/alcohol related advertising.

### Students Will Respect Adults & Students:

- I will not use bullying behavior, intimidate or harass other students and staff.
- I will use appropriate language.
- I will not use obscenities or be disrespectful in my language or actions to other students or adults.

### Students Will Follow Directions from School Staff & Other Adult Helpers:

- I will speak to and treat adults and students in a courteous fashion.
- I will give honest information to school employees.
- I will follow the directions of the playground supervisor.

Any time these outlined expectations are not met by a student, the matter will be “investigated” by school personnel, and if necessary, a Dutch Creek Behavior Report will be written with appropriate consequences. The seriousness of the incident will determine if a student may be suspended, or potentially expelled. After the first suspension, or three less serious Behavior Reports, a conference between staff, parents, and the student will be called. A written plan for correcting the behavior will be developed at this conference. A discipline file will be maintained by the principal for any student who has been referred to the office for failing to meet these behavior expectations, and who has received a consequence as a result of his or her behavior. According to state law and district policy, any teacher or counselor who directly works with your child is entitled to see his or her disciplinary information file. The student and parent/guardian may challenge the accuracy of the information in a discipline file. The student has the right to provide a written response regarding a disciplinary incident, which will be added to his/her file.

### GUIDING PRINCIPLES

Because we believe that a safe and motivating environment as the basis for student success:

- We commit to a K-6 discipline plan called D.I.V.E.
- We acknowledge and celebrate student success.
- We set challenging school and student goals and assess progress.
- We provide support and enrichment opportunities.
- We promote understanding and acceptance of individual differences.

Because we believe that basic skills and knowledge are fundamental building blocks for individual achievement:

- We promote on-going staff development.
- We provide early literacy intervention.
- We systematically instruct students in basic skills throughout all grade levels.
- We emphasize literacy and math in our school improvement goals.
- We use technology and all available resources to support student learning.
- We provide student development in art, music and physical education.
- We use a variety of instructional strategies and models for meeting student needs.
- We encourage students to apply their learning to the world around them.

Because we believe all students need to be competent learners and use strategies for learning across all content areas:

- We guide students to apply their experiences to new information.
- We encourage students to ask questions to gain deeper meaning and understanding.
- We ask students to determine what is important in text.
- We guide students to draw inferences, determine conclusions and form interpretations from material.
- We guide students to synthesize concepts by developing an overall meaning and theme for their learning.
- We guide students to use problem-solving strategies in their learning.

Because we believe student effort and responsibility are key factors in achievement:

- We provide opportunities for students to make decisions, encouraging creative thinking to solve problems.
- We emphasize the ability for learning to occur both independently and cooperatively.
- We provide opportunities for students to demonstrate their unique abilities.

- We encourage honesty, responsibility, service to others, respect, perseverance, compassion, and self-discipline.
- We teach study skills and habits that encourage student success.

Because we believe learning requires a strong partnership between school and community:

- We ask parents to be involved with their student's learning.
- We create an environment that encourages parents and our community to volunteer at Dutch Creek.
- We support and develop programs that encourage student involvement in the community including respect for community property and values.