



WESTERLY CREEK ELEMENTARY

Parent Handbook | 2015-2016

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WESTERLY CREEK ELEMENTARY is a neighborhood school that serves approximately 715 ECE 3 through 5th grade students. There are four ECE classrooms (2 full-day ECE classes and 2 half-day ECE 3/4 classes) and four classrooms in each grade level, K-5th grade. In addition, the school has two Autism Center classrooms. The Westerly Creek Elementary (WCE) community believes that a love of learning, high academic achievement, and parental involvement are keys to a lifelong education. The following information is important information about WCE. If you have a question that is not addressed in this handbook or on our website (<http://westerlycreek.dpsk12.org/>) please feel free to contact our main office at (720) 424-3160. Please read the following pages to become familiar with basic information concerning our school.

DAILY SCHEDULE – SCHOOL HOURS

- The first bell rings at 8:55am
- Half-Day ECE 3/4 – Morning: 9:00am – 11:40am
- Half-Day ECE 3/4 – Afternoon: 1:00pm – 3:40pm
- Full-Day ECE 4: 9:00am – 3:40pm
- Half-Day Kindergarten: 9:00am – 11:40am
- Full-Day Kindergarten-5th Grade: 9:00am – 3:45pm
- Faculty: 8:00am – 4:00pm
- Office Hours: 8:00am – 4:00pm

ADULTS AND VISITORS ON CAMPUS

Your child’s safety is our number one concern. With that in mind, all non-staff adults on campus must sign in at the office, through the main entrance (28th Avenue and Akron Street), and wear a volunteer badge or a visitor badge. You may not enter or exit the building by any other doors. Whether you are coming to volunteer for several hours or are just dropping off a lunch, you must sign in at the office first. The volunteer and visitor badges serve as a visual ID that lets staff members know—immediately, who is authorized to be in the school and reinforces our commitment to keeping children safe.

ECE and Kindergarten families must also adhere to these rules, except for arrival and dismissal times. ECE and Kindergarten classrooms will be inaccessible via the outside classroom doors during school hours.

ARRIVAL, DISMISSAL AND EARLY DISMISSAL

ARRIVAL: The school day begins promptly at 9:00am for all students. Students should NOT arrive before 8:40am (unless they are having breakfast in the cafeteria, which begins at 8:30am), as no adult supervision is provided on the grounds. Children are NOT permitted in the building before the beginning of school, as teachers are busy preparing the day's lessons. K-5 students are required to report directly to the playground where they are supervised by staff from 8:40am until 9:00am. When the bell rings at 8:55am, students will be asked to line up at the classroom doors or in front of the designated back entrances on the playground.

INCLEMENT WEATHER: (<http://westerlycreek.dpsk12.org/our-school/inside-day-procedures/>)

During inclement weather students are to go to the following locations to be picked up by teachers at 8:55am:

Morning arrival (8:45am-8:55am)

- ECE – Students must be signed in by a parent or guardian daily in the classroom. Please park in the east parking lot on Akron St.
- K-2nd Grade – Students report to the **LIBRARY**, which will be supervised by our Librarian and other staff.
- 3-5th Grade – Students report to the **GYM**, which will be supervised by our Gym teacher and other staff.

On cold (below 20 degrees F), rainy or snowy days, children should dress appropriately and should NOT arrive at school until 8:45am, unless they are eating breakfast at school.

WHEN STUDENTS ARE TARDY: Please notify the school if your child will be tardy by accompanying your child to the office, leaving a message on **the attendance line at 720-424-3168**, or writing a note for your child to deliver to the office in order to officially excuse your child's tardy. A tardy is unexcused if, on the day of the tardy, no valid reason is given by either a phone call or note from a parent or guardian to the office.

Students arriving after the 9:00am tardy bell should be accompanied by a parent/guardian, and must report to the office before going to class. All absences and tardies become part of a child's permanent record file. Please see section, **Attendance and Absenteeism** for more information on the school's attendance policy.

DISMISSAL: For all students in Kindergarten through 5th Grade, dismissal to the blacktop begins when the bell rings at 3:45pm. ECE students are released at 3:40pm. Faculty members supervise the building exits during dismissal. There is no playground supervision after school hours.

Children who are not picked up by 4:00pm will be asked to wait for parents inside the main office. The Department of Human Services will be contacted for children waiting after 4:45 p.m.

PLEASE WAIT FOR THE 3:45 BELL. In order to maintain student safety and building security, please do not enter the building before the 3:45pm dismissal bell. If you have a pre-scheduled event or appointment that requires you to pick up your child before 3:45pm you are required to show valid picture ID at the front office to pick up your child early.

MAXIMIZING STUDENT TIME IN THE CLASSROOM IS ESSENTIAL. It is important to every child's success to fully maximize their time in the classroom by minimizing interruptions. When the front office is asked to make a call to a classroom it is disruptive to quality learning time and instruction. We kindly request the following:

1. Please do not pick up your children early from school unless absolutely necessary. Please wait for the 3:45pm bell.
2. If you must pick up your children early, we will call the student down from class when you have arrived in the office. Teachers have been instructed to wait for your arrival **and** a call from the office before sending students to the office. Please allow extra time when planning early dismissals.
3. Additionally, please communicate with your children before school about their dismissal routines if it happens to change regularly (e.g. varying between bus, parent pickup, Kaleidoscope, etc.).

EARLY DISMISSAL: It is strongly recommended that all appointments and extracurricular activities be scheduled outside of school hours as the loss of class time is detrimental to the student. In the event that the occasional appointment cannot be so scheduled, a note or email should be sent to your child's teachers requesting early dismissal for that day and giving the time that the parent will pick up the student. Parents must arrive in the office to officially sign them out of school before students will be called from class. A valid photo ID is required, no exceptions. Teachers are instructed not to release children from the classroom, lunchroom or playground without official authorization from the office. This procedure is followed to protect your child and to hold classroom interruptions to a minimum. A child will not be released to anyone who is not on the emergency card or to anyone under 18 years of age, unless the school's office has been notified in writing by the parent.

MISSED SCHOOL WORK: Students are responsible for handing in all work due in the classes they will miss, and for completing any assignments for the following day.

Should early dismissal become necessary because of an illness or accident in school, the nurse/office will contact that parent or appropriate designee on the Emergency Information

Form. A parent or emergency contact person must sign the student out of school as outlined above. A doctor's note may be required if absences or early withdrawals are deemed excessive (please see section, **Attendance and Absenteeism** for more information).

ATTENDANCE AND ABSENTEEISM

In order for students to receive the full benefit of the school day, daily attendance is the first and most important step. The school calendar is published and distributed before the commencement of the school year and parents are asked to schedule any travel within the dates that classes are NOT in session. Please see <http://www.dpsk12.org/calendars/> and <http://westerlycreek.dpsk12.org> which list district and school events. Please notify the school if your child will be absent or tardy by phoning the school attendance line at 720-424-3168. This should be done each day a child is absent.

Academic work may be made up for approved absences. However, please do not drop in at dismissal time to request work. Requests should be telephoned or emailed ahead of time directly to your child's teacher.

WCE has an attendance and tardy policy in accordance with the Colorado School Attendance Law and Denver Public Schools' Denver Plan (<http://2010denverplan.dpsk12.org/>). These guidelines allow for roughly 10 absences during the course of a school year or in other words, a 97% attendance rate. Every month the school social worker reviews student attendance and sends letters to parents for those students whose absences are excessive. The definition of "excessive" changes throughout the school year based on number of school days but parents can expect to receive the first letter after 5 absences or 5 tardies.

Once a child's absences have reached a level of concern, which is currently 10 absences/tardies or more (please note that this is outside of medical or family emergencies), an attendance contract must be completed with the school social worker. This will outline attendance expectations as well as the additional requirement of a doctors' note for any absence of two days or more. If absences are chronic, excessive, unexcused, or otherwise of concern, a child and their family will be referred to truancy court where the court will mandate your child's attendance. This mandate is quite serious and will follow the child for the remainder of their education. A few other things to note are: A school principal can 'un-excuse' any parent-excused absence if a student has become truant. Excessive tardies and early withdrawals are also subject to truancy law.

BIRTHDAY SNACKS AND CELEBRATIONS

To minimize interruptions to classroom instructional time, we only celebrate individual students' birthdays at school with treats for the class on the last day of any given week. All treats must be store-bought and have a printed list of ingredients so the teacher can read them. Since we have a number of students with severe allergies in each classroom, we ask that you check with the classroom teacher to see if any special considerations need to be honored. Parents that have students with severe allergies are asked to provide an alternative snack that the classroom teacher can use as a substitute, when needed.

BUS TRANSPORTATION

Students who live at least one mile from the school are entitled to school bus transportation by DPS (<http://westerlycreek.dpsk12.org/our-school/bus-transportation/>). The routes are set by the district and any questions concerning this service should be directed to its transportation office. For the safety of each child it is always a good idea to walk your children to and from the bus stops. Younger children should always be escorted or picked up by an adult or a responsible sibling. For information regarding late busses, or any other bus questions, call the parent hotline number at (303)825-2611. Please report any problems, concerns or questions to the school office.

Regarding **bus behavior**, it is important that children obey bus safety rules. When students misbehave, it is difficult for the bus driver to concentrate on driving. To ensure the safety of students riding the bus to/from school or on excursions, please remind your students that they:

- Must sit in their seats quietly
- Must enter and exit the bus in an orderly manner
- Must keep arms and heads inside the bus
- Must refrain from eating on the bus
- May not change seats or stand while the bus is in motion

CANCELLATION OR DELAY OF SCHOOL

Check the DPS home page (<http://www.dpsk12.org/>) and listen to the local television and radio stations for school closures or delays. announcement. KOA 850 or KBNA 1220 are the official announcement stations for school closing information. When DPS elementary schools are put on the storm schedule, bus pick up times at the bus stops are typically delayed for 30 minutes. School will start at the regular time for students who do not ride DPS school busses, tardies for inclement weather delays are excused.

In the unusual circumstance where school must be canceled during the school day, parents and/or guardians will be notified immediately. The information on the Emergency Form on file in the office will be used, and school staff will determine that all students have satisfactory transportation and supervision at home before releasing them from school. Please make sure your emergency contact numbers are kept up to date to ensure we may make timely contact with you during the school day.

CELL PHONES AND ELECTRONIC DEVICES

WCE prohibits students from using and carrying cell phones and other electronic devices during the school day. These create interference with instruction and may impede school safety in a real emergency. If you wish your child to have a cell phone in his or her possession for reaching you after school, your child may keep it in his or her backpack at all times during the school day. If a child is out of compliance with this policy, cell phones will be confiscated by the teacher or other staff. Parents must pick up the cellphone or electronic device from the school. **Please note that WCE is not responsible for any lost or stolen items; please see Toys and Personal Belongings section for more information.**

CLASS PLACEMENT PROCESS

<http://westerlycreek.dpsk12.org/class-placement/>

WCE hires and retains the best teachers in the district. Assigning students to classes is most effectively done by our classroom teachers who have been working with the students daily in an educational setting. Teachers consider the learning styles and academic needs of the returning students and assign them to classrooms at the next grade level. This process is done with care and the utmost consideration of each child's academic and social/emotional needs. It takes into consideration many factors: academic needs, behavior, gender, ethnicity, and number of students, to create equitable and balanced classrooms.

We will consider parent classroom requests for extenuating circumstances, only.. The Class Placement Form, available at the front office, is your opportunity to share information that will help us to make informed decisions during our process..

COMMON AREA AND PLAYGROUND RULES

In order to maintain a positive school culture and student safety, we have several school-wide expectations for students in our common areas and playground.

In hallways/common areas, students:

- Always walk.
- Form 2 lines, when traveling with classmates.
- Keep hands and feet to selves.

On the playground, students:

- Skip, walk or move carefully on blacktop.
- Sit down on the slides.
- Only throw objects meant to be thrown.
- Use the swings and other equipment properly.
- Remain on the playground at all times. Treat others with respect at all times.

COMMUNICATION EXPECTATIONS

The Main Office telephone number is 720-424-3160. Hours of operation are from 8:00am until 4:00pm. Messages can be left after hours.

WCE will communicate primarily through e-mail to families. Families will automatically be subscribed to receive regular correspondence from the school and also from their child's grade level teachers on a weekly basis

. Paper copies can be requested through the main office

Teachers are expected to communicate with parents/guardians regularly regarding your child's academic progress. These forms of teacher communication include and are not limited to classroom weekly updates (blogs, emails, etc.), parent-teacher or student-led conferences (twice yearly), report cards (trimesters), and informal and formal communications, as needed. If you have questions or need more information from a teacher on your child's progress, please contact him or her directly via email or phone to schedule an appointment. WCE encourages parents and guardians to communicate their concerns to the appropriate staff first, before contacting the principal's office. However, parents/guardians are welcome to involve administration if and when it is warranted.

COMPUTER/INTERNET/TECHNOLOGY

All parents and students must sign an acceptable *Use Agreement* governing computer use at WCE. Failure to comply with any or all of this policy will result in a loss of any or all computer use privileges.

WCE believes that the use of technology is integral to teaching students, to this end Promethean Boards are used in every classroom from kindergarten through fifth grade. In addition, WCE has two **laptop carts** available for student use in classrooms and all fourth and fifth grade students will have a ChromeBook available for their individual use in class for learning and testing throughout the school year. Classroom teachers may use the computer lab or sign out the cart for classroom use. Student use is closely monitored with all technological tools.

CONDUCT

WCE has adopted a positive behavior program that focuses on character qualities that include high standards of conduct and personal responsibility in our students each school day. We call these standards CREEK qualities:

C – Compassion | R – Respect | E – Empathy | E – Engagement | K – Kindness

Concurrently, we also use **DPS' Discipline Ladder** and **Discipline Matrix** as a framework for addressing negative student behaviors. These documents are the product of the DPS Discipline Policy, as described in School Board Policies JK & JK-R. In sum, this system encourages staff to examine student offenses against a leveled approach (e.g., Level A, first incident of a minor offense, in which teacher counsels student and intervention is initiated). Depending on the offense, consequences may range from a reminder by teacher, to a parent phone call or meeting, to an in/out-of-school suspension. We want to ensure that consequences for poor choices are appropriate for the action. To this end, teachers may handle discipline in various ways. Please reach out to your child's teacher to understand the classroom policy more fully. Ultimately, our discipline policy has been designed to help our students learn self-control and discipline in a constructive way. It is our hope that throughout the school year, our school-wide focus on positive behaviors will help students make choices that benefit them and their peers. Please see our school's website, specifically the Character Education page, for more information on CREEK kids.

DPS Discipline Matrix: http://webdata.dpsk12.org/policy/pdf/Policy_JK-R_Attachment_B.pdf

WCE Character Education: <http://westerlycreek.dpsk12.org/academics/character-education/>

DIRECTORY

The PTA publishes a Family & School directory on an annual basis. Each family chooses the amount of information listed, including student's name, address, parent/guardian name(s), telephone numbers (if applicable), and email addresses. In addition the directory includes a student name listing by grade, a listing of the administration, faculty, staff, and Parent Teacher Association listing.

DRESS CODE

We expect students to come to school appropriately dressed for learning. The Denver Board of Education passed a “Zero Gang Tolerance” policy in 1992 which states that no clothing associated with gangs are to be allowed in any DPS school building. Students should dress for the weather - especially on inclement weather or field trip days. Please label all outer garments and your child's backpack with their full name.

EMERGENCY INFORMATION

Parents' Emergency Information is kept on file in the office. Please notify the school office if there is any change in address, telephone number, email address, place of employment, or emergency contact person so that we may be in contact with you at any time if necessary. It is very important for the safety and well-being of your child that you keep this information current. When a parent or responsible adult cannot be contacted, the school may call the Denver Police and/or Office of Social Services for assistance.

ENRICHMENT ACTIVITIES

Westerly Creek offers after school enrichment/extracurricular activities in which parents can register their children. These activities are offered at the school throughout the school year, generally on a quarterly basis, and are provided by local agencies. Parents pay for and register their children in enrichment activities separately from school or Kaleidoscope registration. Information about enrichment will be posted on-line at the WCE website each year.

FIRE DRILLS & EMERGENCY RESPONSE

<http://westerlycreek.dpsk12.org/our-school/emergency-response-procedures/>

FIRE DRILLS: Fire drills are required by law and are important practice in the event of a real emergency. Students learn the evacuation path established for each room they occupy. Conduct rules during these safety drills are strictly enforced. All building occupants must move silently and in an orderly fashion to a specified area where they remain until instructed to return to the building. All schools practice at least one fire drill a month in addition to a lock down and shelter-in-place drill each semester. Please refer to the DPS Emergency Response and Crisis Management pamphlet (<http://ercm.dpsk12.org/parentinfo>) for a complete understanding of the drills.

In a serious emergency, school administrators must decide to lock down, shelter-in-place or evacuate. Practice drills are conducted on a regular basis as required by Denver Public Schools.

LOCK DOWN PROCEDURES: Occur when the threat is inside or very close to the school. School administration secures the building and safely shelters all students, staff and visitors **INSIDE** the school building. A school will go on lock down if a threat that is in their building or their neighborhood endangers the occupants of the school.

- School business and classroom activities cease.
- NO person is allowed to enter or leave the building.
- Facility Manager/Staff lock all exterior doors.
- Teachers/Staff lock classroom/work area doors.
- Staff and students are **DOWN, QUIET and OUT OF SIGHT.**

MODIFIED LOCK DOWN PROCEDURES: Occurs when the threat is definitely away from the school. School administration secures the building and safely shelters all students, staff and visitors **INSIDE** the school building. A school will go on modified lock down if a threat is in their neighborhood and does not endanger the occupants of the school. NO person is allowed to enter or leave the building. For a modified lock down, follow procedures for lock down except:

- Interior doors **DO NOT** need to be locked.
- School business and classroom activities continue as normal.

SHELTER-IN-PLACE PROCEDURES FOR SEVERE WEATHER: Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different types of actions. Schools will go into shelter-in-place if the threat of severe weather is in the area. Examples of severe weather are:

- High winds
- Thunder and lightning storms
- Hail
- Tornadoes

The Site Administrator will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to the designated Inside Safe Assembly Locations as necessary. The Site Administrator will direct students and staff to take the protective kneeling position if indicated.

EVACUATION: If it's unsafe for students, staff, and visitors to remain inside the building they will evacuate to designated evacuation locations on campus or off-site. The most common evacuation is a fire drill.

- All students and staff will exit the school and go to designated locations.

- Everyone will remain outside until the “all clear” message is given.
- If students and staff need to leave school grounds, we will walk or go by bus to our designated off-site emergency evacuation locations.
- Students will be released to parents or guardians who are listed on the emergency card and have proper I.D.

OFF-SITE EVACUATION LOCATIONS FOR WCE:

Bill Roberts School (K-8)
2100 Akron Way
Denver, CO 80238
720-424-2640

Denver Police Academy
2155 North Akron Way
Denver, CO 80238
303-370-1500

IN THE EVENT OF A SCHOOL EMERGENCY:

- DO check the DPS webpage for updated information (<http://www.dpsk12.org>).
- DO tune into local TV/radio stations for school news alerts.
- DO listen for information regarding reunification with your child.
- DO NOT go to your child’s school. This will create traffic congestion hampering the efforts of first responders.
- DO NOT call your child or your child’s school. Excessive phone calls could jam the phone system and interfere with emergency communications.

LINKS:

- <http://riskmanagement.dpsk12.org/parents>
- <http://ercm.dpsk12.org/parentinfo>

HOMEWORK

Homework is considered an integral part of the educational program through which WCE students are encouraged to become independent learners. Whether practicing a concept or skill learned in class, doing research for a project, having time to think and write creatively, assimilating new material on an individual basis, or reading a book of choice, the work should be done carefully and to the best of one’s ability. It is beneficial to your child’s education to show an interest in his or her studies by reviewing materials and assignments brought home. In the event of an absence, all homework and class work is expected to be completed in a timely manner.

FIELD TRIPS AND EXCURSIONS

Classroom learning takes on a whole new meaning when put in the context of professional performance, first-hand discovery, and experiences shared with experts. Field trips are a way of

taking the classroom into the community and are therefore regarded as an integral part of the educational experience. These trips also serve to heighten community awareness, involvement, appreciation and commitment. Students of all ages travel to museums, theaters, farms, historical sites, government buildings, and/or concert halls. Parents are often asked to act as chaperones, especially for outings involving the younger students. Please be aware that there may be times where the school may ask for a nominal fee for your child to attend the excursion. Often times the venue of which the grade level or class is attending needs to have the money in advance. Please be prompt in sending in money. Talk to your child's teacher if there is a question or concern or if you'd like to request assistance with the cost.

KALEIDOSCOPE CORNER

<http://westerlycreek.dpsk12.org/our-school/beforeafter-school-options/>

Kaleidoscope Corner is a licensed childcare program offered at select Denver Public Schools to children ECE (age 3) through 5th grade. Select Kaleidoscope Corner sites serve children 3 to 12 years of age. In 1984, Denver Community School developed this successful program. Their purpose is to provide high quality educational, recreational and cultural opportunities for children. Kaleidoscope Corner's philosophy is to provide a creative, safe and caring environment for children before and after the regular school day. They believe that choice is essential for children's growth and happiness. They teach children to solve their own problems by modeling correct behavior and emphasizing clear conduct guidelines. Their childcare centers are staffed with qualified professionals trained in the areas of CPR, First Aid, activity planning, and behavior management.

Kaleidoscope Corner operates at WCE Monday-Friday with the following program components and hours of operation.

- Early Risers: 6:30am until School start time
- After School: School release time until 6pm

The onsite number for Kaleidoscope Corner is (720) 424.8291. Please call this number directly if you wish to communicate with or leave a message for the Kaleidoscope Corner staff.

LOST AND FOUND

When your child's items are lost or misplaced, please check the lost and found area that is located underneath the stairwell on the west end of the school. To make identification easier, also please put your child's name on coats, mittens, gloves, lunch-boxes, water bottles and

other personal items. All unclaimed items will be bagged and donated once/month. The PTA will remind families of lost and found donation schedules via the WCE Weekly Update emails and calendar.

LUNCH AND SNACKS

<http://westerlycreek.dpsk12.org/communications/hot-lunch-menu/>

FREE BREAKFAST AT WCE: Breakfast begins at 8:30am and is provided at no charge to all WCE students. Please note: There is no supervision before 8:45am; parents need to accompany and supervise their children until that time. Children will need to enter their student ID number to keep track of each breakfast served, but will not be charged. Visit the front office if you do not know your child's student ID number. Parents are welcome to join their child for breakfast for a per item charge. The first bell rings at 8:55am.

LUNCH: Students have the option of bringing their own lunch to school or purchasing milk or a hot lunch. Lunch will be available for **\$1.75** (\$0.40 for students who qualify for reduced lunch – forms for the Free and Reduced Lunch Program are available in the office). Breakfast and Lunch Menus can be found on-line at <http://enterprisemanagement.dpsk12.org/food-services/menu/> and are posted in the cafeteria. Families can pay in three different ways:

On-Line Account – Families can set up a declining balance account on-line by subscribing to <https://www.mylunchmoney.com/MySchoolBucks.aspx>; to establish an account for each child you will need to know your child's student ID number (available at registration or by calling the front office of the school). You can track your child's spending, check balances, and add money to the account on-line, as well as receive updates when your balance is low. Once the account is established, your child only needs to punch his/her school ID into a keypad in the cafeteria when purchasing a meal, so please make sure your child learns her/his school ID. Kindergarteners will get assistance from their classroom Para, who should have a list of students using this payment method.

Pay by Check – To cover the cost of lunch, you may write a check made payable to Westerly Creek Elementary with the child's name in the memo line. The money can also be paid directly to the lunchroom after 10:30am or may be given to the office staff to be placed in the cafeteria's mailbox.

Pay by Cash As You Go – Your child may pay for lunch each day with cash. Each child is responsible for his/her own lunch money. If the money is lost or forgotten, a lunch will be provided but the child must repay the lunchroom manager the following day. A child is only

allowed two charges before an alternative meal (peanut butter or cheese sandwich, fruit and drink) will be served.

Children can bring their lunches, too. Please write the child's name on the sack or lunch box. Students are expected to eat a healthy, balanced breakfast and lunch. Soft drinks are not allowed in the WCE lunchroom.

SNACKS: All grades have a designated snack time each morning. Parents of students in the ECE and Kindergarten classrooms provide group snacks on a weekly schedule, which is organized by the teacher or parent volunteer at the start of the school year. Until the snack schedule is established at the beginning of the school year, teachers will have snacks available for ECE and Kindergarten children. Any special dietary needs should be discussed with your teacher. In first through fifth grades, students are responsible for providing their own snack each day. Snacks need to be nutritious. Candy, high-sugar or high-fat snacks negatively impacts students' ability to focus and learn. Students may put these items in their lunch boxes and eat them during the lunch period. If your child has a medical need for a snack, you will need to provide a statement from your doctor and the teacher will help your child work out and adhere to a routine. Lastly, snacks should not require preparation, cutting, or the use of utensils.

RECOMMENDED SNACKS:

- Any fresh fruit, ready/prepared
- Any fresh vegetables, ready/prepared
- Granola bars
- Yogurt sticks
- Cheese sticks
- Raisins/Dried fruits
- Apple sauce
- Rice crackers

Please see **Birthdays/Celebrations section** for school guidance on food items during these events.

PARENT INVOLVEMENT

WCE parents are essential to the success of our school. Parents enrich our school with their ideas, interests, talents, and resources. In accordance with the WCE Unified Improvement Plan, "WCE will increase the level of parent engagement in students' learning and in their involvement in school functions." Just as we have high expectations for our WCE staff and students, we have the same expectations for parental involvement. One of the most important

aspects of involvement is communication between the school and the family (please see **Communication Expectations** section for additional information). It is a parent's/guardian's responsibility to read and manage communications from the staff, room parents, and PTA. The teachers will provide regular correspondence about classroom activities, important dates, needed classroom help, etc. The PTA will send a weekly update to all parent subscribers through email (or paper copy if requested) outlining school activities, fundraising events, meeting reminders, important dates, and volunteer opportunities. Periodically, room parents will contact you about upcoming classroom events and needed help. If you feel you are not getting the information you need, please contact your teacher, room parent or the main office to let them know so improvements can be made.

We strongly encourage all parents to sign up for a classroom "job." Each year, each class needs a volunteer Classroom Parent to help coordinate classroom job assignments. The list of available jobs and a brief description of each is located on the PTA website:

http://www.westerlycreekpta.com/Volunteer_Opportunities.html

PETS ARE NOT ALLOWED

Denver City Ordinances prohibit having dogs or other animals on school grounds, the playground, or in the building. This includes pets on a leash or in a carrier. Please respect this ordinance even after school hours and on weekends. We recognize that some dogs are service animals and are exempt from the above policy.

RECESS

Before eating lunch, students go outside every day for recess. Please make sure that they are dressed appropriately (including footwear) to be outside for 30 minutes at a time. We are all aware of how fast the weather in Colorado can change so it would be great if students always have access to a hat, pair of gloves and boots in their backpack. The sun is also very intense in Colorado; please make sure your student has sunscreen applied before coming to school.

SCHOOL NURSE

WCE's school nurse is in the building two days a week. If a child becomes ill or injured at school, he/she will receive temporary care and first aid, and the parent will be notified immediately so that the child may be picked up. Please be sure accurate emergency phone numbers are on file.

Regarding medication, Denver Public Schools policy states, in accordance with state law, that medication may be dispensed with physician and parent/guardian authorizations at school. The parent must provide the medication in a separate prescription bottle that stays at school. The bottle must have a prescription label clearly stating the student's name, doctor's name, name of the medication, dosage and time(s) to be taken. Medication requiring three doses a day should be given before school, after school and at bedtime. Medication requiring four doses a day may necessitate giving one dose at school.

ALL medication must be turned into the office and not carried around by students. Please do not send pills or capsules in plastic bags or over-the-counter medications such as cold pills, Tylenol and cough drops. Medications will be stored and locked in the school office and dispensed by the office staff. The student is responsible for going to the office/clinic to obtain his or her medication.

Regarding immunizations, Colorado state law requires all students to be fully immunized when entering school. Records must be available showing dates of all required immunizations, as follows:

- Five DPT
- Four Polio
- Two MMR
- Three doses of Hepatitis B for ECE-3rd grade
- One Varicella for Kindergarten

SPECIALS

Specials programs (referred to simply as Specials) are part of the school curriculum and are taught by WCE teachers outside of your child's homeroom or platoon. Specials include Library, Physical Education, Music, Technology, and Drama. Your child's teacher will tell you what the Specials rotation is for his/her class which corresponds to the Specials calendar on the WCE site. A, B, C, D, and E designate a particular Special. The particular Special assigned to each letter is dependent on your child's homeroom class. Each day your child will attend the corresponding Special his/her class is assigned. Please make sure that on Physical Education days, your child wears and clothing appropriate for physical activity and tennis shoes (or brings a change of tennis shoes) to protect the gym floor. Students who do not wear the appropriate footwear will not be able to participate.

TESTING

Denver Public Schools implements assessments throughout the year to help teachers identify how to best support and promote student learning and progress. Please do not schedule appointments or trips during scheduled testing periods. Testing dates can be found on the WCE school calendar online.

TOBACCO-FREE DISTRICT

Denver Public Schools is a tobacco free district. No tobacco products are allowed on school grounds.

TOILET TRAINING

All students must be completely toilet trained prior to beginning school. Being toilet trained requires the following:

- Children are aware of their need to use the bathroom and can recognize this in a timely manner to make it to the bathroom.
- Children are able to take care of all their toilet needs independently. This includes wiping themselves and being able to completely change on their own should an accident occur.
- Disposable pull-up pants may not be worn at any time and will not be kept in the classroom.

When a child is toilet trained, we understand that an accident (an untimely recognition of need to use bathroom) may still occur, however, we do not consider the child toilet trained if accidents occur more often than every few months.

In the event of an accidental wetting, children will need to independently change themselves into dry clothes provided by the parent. Please wash and return these clothes as soon as possible. In the event of a bowel accident, parents will be called to change their child. In the event that a child is not fully toilet trained and a wetting or bowel accident occurs 2 times within a 2 week period, monthly tuition may be paid in order to hold a student's place in the class. The child will not be allowed to attend school until he or she is able to successfully take care of his or

her toilet needs independently. If absolutely necessary, and as a safety precaution, staff members will wear latex gloves when dealing with any bodily fluids.

TOYS AND PERSONAL BELONGINGS AT SCHOOL

Toys, athletic equipment, gadgets, electronic devices, cell phones and makeup are not to be brought to school without teacher permission. If permitted, they 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.

TRAFFIC AND PEDESTRIAN SAFETY; KISS-AND-GO AND PICK-UP PROCEDURES

DROP OFF PROCEDURES: WCE has a formalized Kiss-and-Go system that parents can use to drop off their children (K-5) in the morning. All ECE children must be signed in by a parent/guardian each day. As a result, ECE children cannot be dropped off in the Kiss-and-Go (but older siblings can). The goal of Kiss-and-Go is to help reduce congestion and keep traffic moving by providing a safe and organized way for your children to be dropped off on school grounds. Once a child has been dropped off in the Kiss-and-Go, s/he can proceed to the playground or designated inside day area during inclement weather.

There are three marked loading and unloading areas for Kiss-and-Go:

- **Northside of WCE** on 28th Ave (two zones) – enter these zones from the west heading east on 28th Ave.
- **Westside of WCE** by the west entrance/exit on Xanthia Ct. – enter this zone from the south heading north by way of 26th St.
- **Eastside of WCE** by the main entrance on Akron St. – enter this zone from the north heading south by way of 29th Ave.

Staff, parent, and student volunteers will assist with opening car doors and keeping the unloading zones moving. The Kiss-and-Go zones are NOT parking areas, nor should parents pull into the loading zones and leave their vehicles to unload belongings from the trunk or to open the doors for their children (volunteers can assist with these tasks).

RULES OF KISS-AND-GO:

1. Pull as far forward into the unloading area as you safely can, even if there is no other car ahead of you. The orange markers designate the queue lane.

2. Ensure your child exits your vehicle curbside, not into the street. Please arrange car/booster seats in such a way that they do not impede safe exiting from your vehicle onto the curb.
3. As soon as your child has safely exited the vehicle and your door has been shut, exit the Kiss-and-Go lane so the cars behind you can pull forward. Do not sit and wait for your child to enter the school.
4. Do not leave your vehicle to apply sunscreen to your child, get belongings out of the trunk, etc. These tasks take more time than is appropriate for Kiss-and-Go purposes and it's best that you park in a designated area and walk in if you have a lot to unload/manage.
5. Do not under any circumstances make a U-turn out of the Kiss-and-Go lanes or pull into the lane facing oncoming traffic. Enter the Northside lanes from a west to east direction, the Westside lane from a south to north direction, and the Eastside lane from a north to south direction. **DO NOT PARK ON THE CURB OPPOSITE THE NORTHSIDE KISS-AND-GO OR UNLOAD CHILDREN ACROSS FROM ANY KISS-AND-GO LANE.**
6. Use the Kiss-and-Go zone that is closest to where your child lines up on the playground. If you have multiple children to drop off (K-5) you can drop them all off in the same zone or move from zone to zone according to their grade.

If you wish to drop off your student without leaving your car, we strongly recommend you use the Kiss-and-Go lanes. Doing so may mean that you'll need to use major arteries to improve traffic flow and that can feel inconvenient. However, using 29th Ave, 26th St., and Beeler St. to access the school is going to be safer for our community. Particularly on Akron St. it's best to drive in one direction, north to south. This traffic pattern will best facilitate the safe and speedy arrival of all K-5 students. If you wish to enter the building, please park in the east-facing lot on Akron Street or adjacent side streets where parking is permitted. Please do not pull into the west parking lot for drop-off or pick-up; this lot is reserved for staff and auction winners only.

PARKING: Please use good judgment when parking your car during drop-off and pick-up. Parking on both sides of the street isn't prohibited on the perimeter of the school but it does make it extremely difficult for cars to pass from both directions (which is one of the reasons we encourage a one-way traffic flow on Akron St. and Xanthia Ct). Therefore, if you aren't parking in the East lot, we encourage you to park a little further away in order to disperse parked cars and to keep the traffic flowing smoothly and safely on Akron St. and Xanthia Ct. Also, parking is restricted at the parking lot entryways (as signs indicate), because it is difficult and dangerous for cars to get into and out of the lots, as well as for pedestrians to navigate, when cars are parked too close. Parking is never permitted in the bus zone on the northeast end of the school.

KALEIDOSCOPE: Parents who are dropping children off at Kaleidoscope can park in the loading zones on the Northside of the school but must move their vehicles before 8:30am. Parents are also able to park in the East lot or on the side streets, especially if they feel it will take more than

a few minutes to drop off and sign in their child. Parents may also park in the Northside loading zones after 4:30pm when picking up children from Kaleidoscope. If you do not have a child in Kaleidoscope, you should not park in the loading/unloading zones.

ADHERENCE TO TRAFFIC RULES: Parents who break the law or who create hazards for our community by not following the traffic and safety rules will have their license plate number, make, and model submitted to Denver Police Department for appropriate ticketing.

FOR THE SAFETY OF EVERYONE:

- DO NOT PARK OR UNLOAD IN THE BUS ZONE ON 28TH AVE.
- Please drive slowly through all sections of the neighborhood (we recommend 15 mph for added safety).
- Come to a complete stop at all stop signs.
- Stop for pedestrians crossing the street to and from school
- NO U-turns at intersections or otherwise.
- No parking and leaving cars in loading zones on east, west, and north sides of school.
- Do not double park for pick-up, drop-off, or otherwise.
- Observe all NO PARKING signs.
- Do not park too close to driveways or parking lot entryways (observe the signs).
- Do not park in front of or close to fire hydrants.
- Do not use alley ways.
- Do not drop off children near the gates in the parking lots. Park your car or use the Kiss-and-Go zones to unload.
- Do not park in the Auction Winner reserved spaces in the East and West parking lots. They are reserved for the entire school year for the auction winners and must be available for them 15 minutes before and after the morning and afternoon bells. Do not park in the reserved spaces during drop-off and pick-up for any reason.
- Observe any crossing guard signals.

Traffic safety is very important! WCE has a lot of children coming and going from school grounds each day. Please help us keep all of our community members safe, especially our children, by obeying all traffic and safety laws and policies. Offending vehicles will be noted and vehicular information submitted to Denver Police Department for appropriate ticketing. We will also have periodic patrolling of the school grounds to ensure everyone is adhering to traffic laws and policies. Tickets will be issued accordingly.

PEDESTRIAN SAFETY: Please also educate your children about pedestrian safety when on school grounds or walking/riding to school.

1. Always use crosswalks. Stop at the end of any sidewalk and look both ways before crossing the street or follow the signal of crossing guards. Also be careful when crossing alleyways.
2. Walk bikes/scooters when on school grounds, including the perimeter of the building.
3. Please always be aware of your surroundings and of the vehicles driving around the school. Do not dart into the street or parking lots. Stay on sidewalks and grassy areas. Never walk in the middle of the street or parking lot.
4. See “Wheels at School” section for additional information about bike and scooter riding on school grounds.

PICK-UP PROCEDURES: In the afternoon, your child will be dismissed as appropriate to Kaleidoscope, the playground, or their bus. Children riding busses will be provided a pass that they should keep attached to their backpack. Children who walk home or are picked up by a parent or guardian will gather on the playground where they line up in the morning. Teachers will only dismiss a child to the approved person designated to pick him/her up. Parents must notify their child’s teacher in advance regarding any changes to who is allowed to pick up their child or if there are changes to their normal dismissal procedure. Consult with your child’s teacher regarding their parameters regarding notification of changes.

WHEELS AT SCHOOL

If your child rides a bike to school, he or she is responsible for making sure the bike is properly locked up. **Bicycles and scooters must be walked on school grounds, which includes all sidewalks on the perimeter of the school and the grassy or blacktop areas.** Students who ride scooters should ask their teacher where their scooters should be stored. Skateboards and rollerblades are not to be used on school grounds. It is recommended that parents keep a record of the bike’s/scooter’s description and serial number in case of theft.

Parents should encourage children to follow all safety rules established for pedestrians and bikes. This emphasis on safety is also a concern of the school’s staff, and is an important part of our instructional program.

IMPORTANT PHONE NUMBERS AND WEBSITES

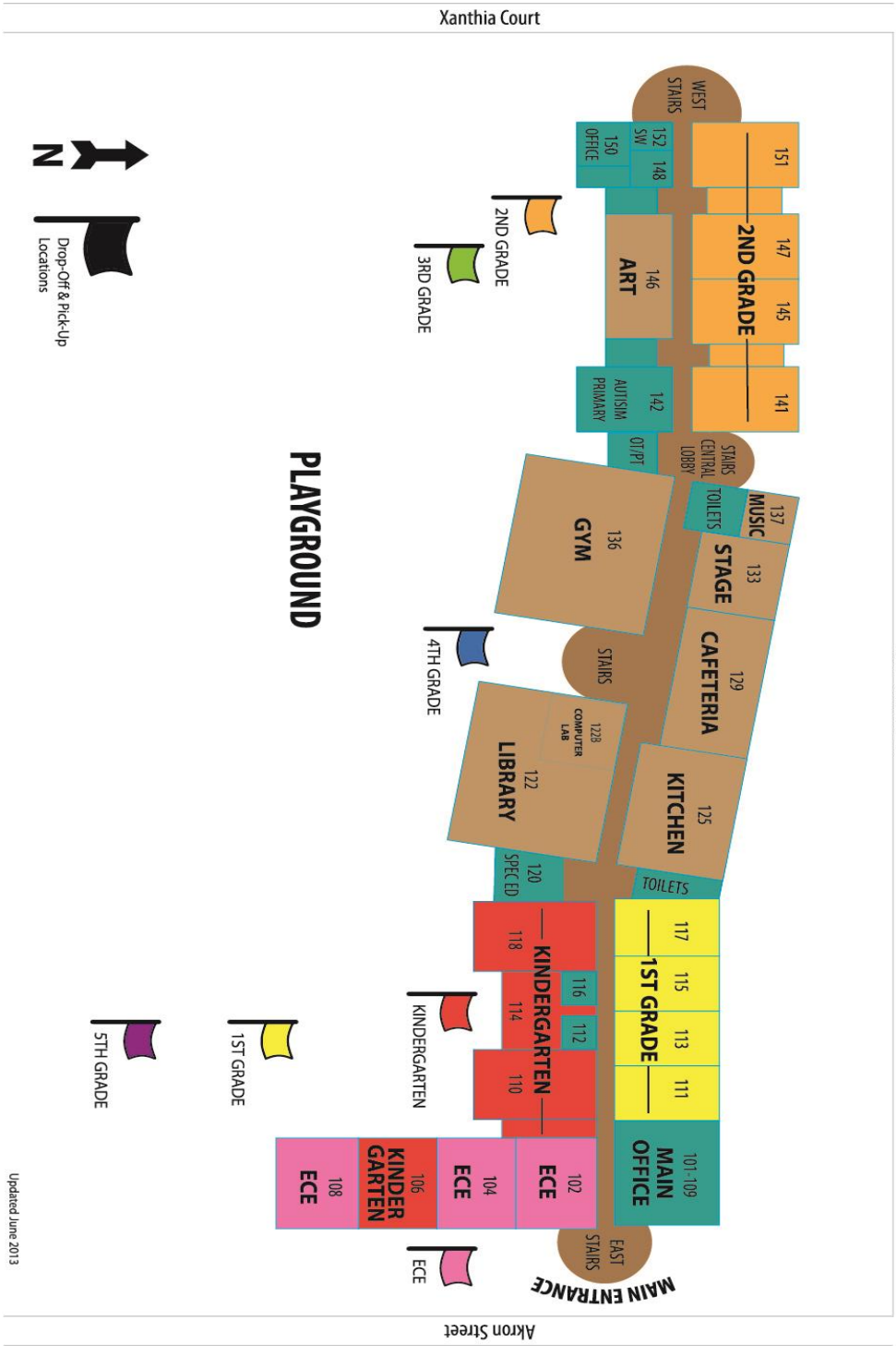
- WCE Front Office 720-424-3160
- WCE Attendance Line 720-424-3168
- WCE Fax 720-424-3185
- Kaleidoscope Corner (on campus) 720-424-8176
- Kaleidoscope Corner (downtown office) 720-424-8291
- DPS Bus Transportation 303-825-2611
- DPS School Board 720-423-3210
- WCE Web Page <http://westerlycreek.dpsk12.org>
- WCE PTA Web Page <http://wcepta.squarespace.com>

- DPS Web Page <http://www.dpsk12.org/>

SCHOOL ADDRESS: 8800 East 28th Avenue, Denver, CO 80238
 PTA WEBSITE: westerlycreekpta.com
 SCHOOL WEBSITE: westerlycreek.dpsk12.org

WESTERLY CREEK ELEMENTARY FIRST FLOOR

East 28th Avenue



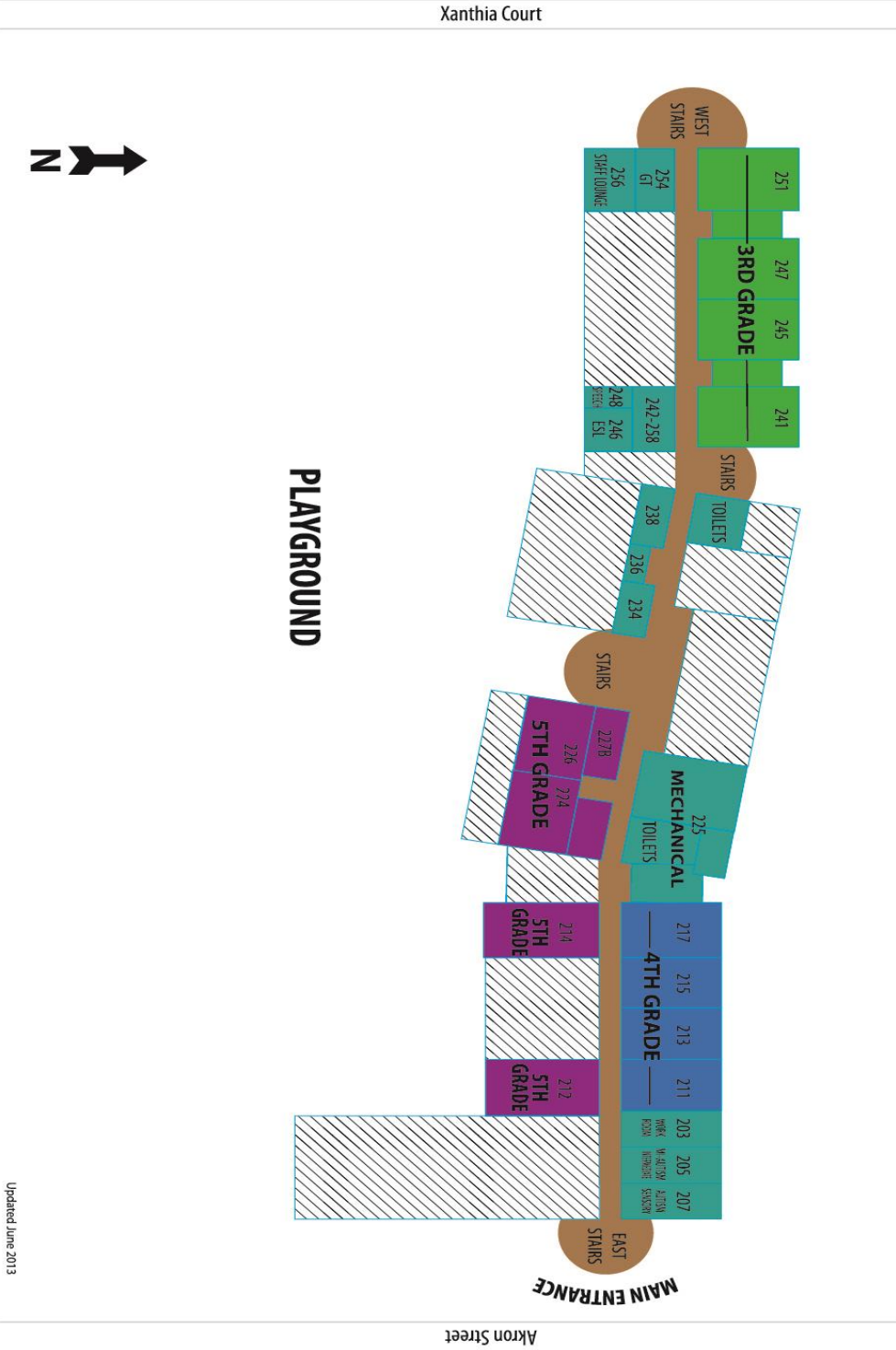
Updated June 2013



SCHOOL ADDRESS: 8800 East 28th Avenue, Denver CO 80238
 PTA WEBSITE: westerlycreekpta.com
 SCHOOL WEBSITE: westerlycreek.dpsk12.org

WESTERLY CREEK ELEMENTARY SECOND FLOOR

East 28th Avenue



Updated June 2013

SIGNATURE PAGE

Please read this handbook completely. Print and sign this page to demonstrate your understanding of its contents. Please return this page to the Front Office with your signature by Friday, September 12, 2014. You may also sign a copy of this page at the Front Office.

By signing this signature page, I am stating that I have read completely and am familiar with the information included in the 2014-2015 WCE Parent Handbook.

Name (Print):

Signature:

Date:
