



# MEADOW POINT ELEMENTARY SCHOOL

Tom McDowell, Principal

School Website: [meadowpoint.cherrycreekschools.org](http://meadowpoint.cherrycreekschools.org)

District Website: [www.cherrycreekschools.org](http://www.cherrycreekschools.org)

17901 East Grand Avenue

Aurora, CO 80015

720.886.8600

## *Parent Handbook*

### **MEADOW POINT ELEMENTARY MISSION**

*Meadow Point Elementary is a caring community of diverse learners positively impacting our world.*

### **DAILY SCHEDULE**

6:30 am	Kidz Klub Opens
7:15 am	School Office Opens
7:30 – 7:50 am	Breakfast Served – <i>Students enter through the cafeteria door</i>
7:50 am	Students arrive at school / Entry Bell

***Parents must not drop off children before 7:50 am as there is no supervision available.***

8:00 am	Second Bell – Classes Begin
11:00 am	Morning Kindergarten dismisses
11:45 pm	Afternoon Kindergarten begins
2:45 pm	Classes Dismiss
4:00 pm	School Office Closes
6:00 pm	Kidz Klub Closes

### **ARRIVAL/DISMISSAL**

- The first bell will ring at 7:50 am. Students are not to be on school grounds before this time, unless they are enrolled in Kidz Klub or are eating breakfast. Only those students coming for breakfast (serving begins at 7:30 a.m.) will be allowed in the building and should enter through the cafeteria door. Please respect the schedule and monitor your child's departure from home so that he/she will not arrive at school before 7:50 am.
- When the first bell rings, staff will open one door by the back parking lot and the front door. Students can come in any time between 7:50 and 8:00 and should make their way to his or her classroom. Parents will not accompany their children into the building for security and educational environmental reasons. Adults will need to check in at the front office and will not be allowed in any door but the front door.
- Students who are not in their classrooms and ready to learn by 8:00 am are marked tardy. Parents will need to sign in all late students at the main office. They will be given a late slip and proceed to class.
- School dismisses at 2:45 pm. All students should either walk home or be picked up no later than 2:45 pm. Students may not remain on the playground after school unless supervised by an adult. Please make sure that your child knows the arrangements for after school; such as who will pick them up, where they are going, etc. In the event of inclement weather, dismissal may be delayed for students' safety.

### **ABSENCES/ATTENDANCE & TARDIES**

Parents are to leave a message on the 24-hour attendance line (720.886.8695) to report the absence of their child. Parents should leave the following information: Parent's name, child's name, teacher, date(s) of absence and reason for absence. Children absent from school for five days or more or for reasons other than illness or a family emergency need to receive prior approval from the principal in order for it to be considered an excused absence. **Parents are encouraged to schedule vacation and/or doctor's appointments during school breaks. There is a significant, negative impact on a child's education when he/she misses school or is chronically tardy. Excessive absences or tardies are defined as missing 5% of the school year and are subject to specific attendance plans developed by the family and principal.**

### **ANIMALS AT SCHOOL**

Please do not bring animals to school unless you have prior permission from the office. Numerous students are allergic to fur and/or frightened of animals. There is also the possibility of children being bitten by an excited animal. Thank you for leaving your pet at home.

## **BEHAVIOR EXPECTATIONS**

One of the keys to a positive school experience is a discipline structure that promotes the development of responsible behavior. The emphasis at Meadow Point Elementary is on maintaining an atmosphere that is conducive to learning, working, achieving and developing basic moral values. The following values are developed in all students and supported by all school personnel:

<b>Honesty</b>	<b>Sportsmanship</b>	<b>Respect</b>	<b>Self Control</b>
<b>Responsibility</b>	<b>Citizenship</b>	<b>Self Esteem</b>	
<b>Empathy</b>	<b>Perseverance</b>	<b>Acceptance</b>	

### **Great Grizzlies RISE (are Respectful, Responsible, Inclusive, Safe, and give Effort)**

When a student does not exhibit behaviors that demonstrate respect, responsibility or safety, appropriate consequences will be provided. Depending on the nature, seriousness, and/or frequency of the problem, appropriate action will be taken. This may include: apologizing, missing a recess, correcting a mistake, staying after school, replacing broken or stolen property, being silent for a time, losing use of equipment, community service, parent conference/contact and in or out-of-school suspensions. While the staff prefers to focus on the positive, it is important to know that certain behaviors will not be tolerated and will be met with strong consequences. These behaviors include: inappropriate language or obscene gestures, harassment of any kind, intentional damage to property, disrespect to adults, possession of a weapon, tobacco or drugs and intentional injury.

For more detailed information on policies regarding student conduct and discipline, see Cherry Creek School District Codes of Conduct and Discipline (a copy of this booklet is available on the district website and must be reviewed by parents).

## **BEFORE AND AFTERCARE PROGRAM - KIDZ KLUB**

The focus of this fee-based program is to provide a safe environment for educational and recreational activities for students in kindergarten thru 5<sup>th</sup> grade. Students are supervised at all times and expected to follow the same behavior guidelines as during the school day. This is an excellent program designed to support your childcare needs. The program operates each school day from 6:30 am to 8:00 a.m. and from 2:45 pm to 6:00 pm. On non-contact days and during the summer, the hours are from 6:30 am. to 6:00 pm. They are closed on weekends and all national holidays. Registration is required; this is not meant to be a “drop-in” daycare. Please contact the director at 720.886.8624 for program fees, availability and registration information.

## **BEFORE AND AFTERCARE PROGRAM – KINDERGARTEN ENRICHMENT**

This program is a structured learning program that emphasizes basic skills and social interactions. Kindergarten Enrichment classes are fee based and fills the other half of a kindergartener’s day. Please contact the kindergarten enrichment teacher at 720.886.8640 for program fees, availability and registration information.

## **BICYCLE (NO ROLLERBLADES, SKATEBOARDS OR SCOOTERS)**

It is the responsibility of the parent to determine whether or not their child can safely ride a bicycle to and from school. Bicycles must be walked on school property at all times. They are not to be ridden on school grounds. Locking the bicycle in the bike racks provided is the responsibility of the student. Students must obey all safety/traffic rules when riding to and from school. Students should always wear a helmet when riding a bicycle.

Due to safety and storage issues, skateboards, rollerblades, or scooters are NOT to be ridden to school. Furthermore, the school does not allow skateboarding on the property at any time.

## **CELL PHONES AND ELECTRONICS**

Bringing a cell phone to school is discouraged. If a parent decides a cell phone is necessary for safety reasons, the phone must remain in the student’s backpack during school hours and must remain off.

Use of electronics (Ipods, PSPs, CD players, etc.) is not allowed during the school day (this includes indoor recesses). With special permission from daycare staff and/or the bus driver, electronics may be used. Once the school day begins, electronics must remain in the student’s backpack.

A violation of this rule will result in the cell phone and /or the electronic device being taken away until a parent can pick it up from school. Both student and parent understand the school will not be responsible for any stolen or damaged electronics if the child chooses to bring them to school.

### **CLASSROOM/SCHOOL VISITS**

We welcome you to visit our classrooms at any time during the school year and request that you allow the teacher the courtesy of advance notice. Please remember to sign in at the office before you go to the classroom. In order to maintain an uninterrupted learning environment for students, other guests (i.e. preschoolers, cousins, out-of-town friends, etc.) may join a student for lunch only with adult supervision.

### **COMMUNICATION WITH TEACHERS**

E-mail is encouraged as an effective and efficient means for communication.

Parents can usually contact their child's teacher by phone before or after school. In order to ensure a quality conversation, parents should always schedule an appointment if requesting a conference at school. Unless it is an emergency, teachers will not be interrupted during class time to take a phone call.

In order to ensure that concerns are resolved respectfully and equitably, parents are expected to maintain communication with their child's teacher. Only after all attempts have been made to resolve a concern with the teacher, will an administrator assist in the resolution.

### **DRESS CODE**

The dress and grooming code is established to teach grooming and hygiene, promote a positive self-concept, instill discipline, avoid safety hazards, prevent disruption, and teach respect. Modesty, cleanliness, neatness and appropriateness are the standards that should be observed by all students in their personal dress and grooming. Students are expected to wear clothes that would be considered appropriate for school. Keeping in mind the standards as stated above, each student is expected to dress in an appropriate manner:

- ✓ Hats/caps are to be removed while inside the building.
- ✓ Clothing that has questionable pictures, statements or advertising (including but not limited to anything having to do with tobacco products, alcohol or drugs) is not acceptable.
- ✓ Student should wear shoes suitable for running and playing. Some footwear (flip-flops or sandals) may pose a safety concern. Tennis shoes are required for PE class.
- ✓ Clothing which is too bare or transparent, incomplete in nature or designed as an undergarment and not completely covered by an appropriate outer garment is not to be worn.
- ✓ Dress or appearance that is distracting and/or interferes with the teaching/learning environment is not appropriate (dyed hair).
- ✓ Students shall not wear exposed spaghetti straps (straps must be a minimum of 1" in width), show bare midriffs, or wear short shorts/skirts (length should be to the tips of their fingers when arms and hands are extended to their sides). Holes in clothing and visible underwear are considered inappropriate.
- ✓ Students should wear appropriate outdoor clothing (rain jackets, winter coats, gloves, hats). Recess is only cancelled in the event of extremely inclement weather.

### **LATE ARRIVALS**

Children who arrive after the starting time (8:00 am) must check in with the school office before going to class. The student will be given a late pass to take to the teacher.

### **LEAVING SCHOOL EARLY**

Anyone picking up a child before the end of the school day must check the child out from the school office. The child will then be called to the office upon the parent's arrival. If anyone other than the parent or guardian is to pick up a child from school, prior arrangements must be made through the school office; otherwise, only those individuals listed as an emergency contact are allowed to sign out a child from school. Anyone checking a child out of school early is expected to come into the school and show identification at the office (do NOT request that the child be waiting).

### **LOST AND FOUND**

Please be sure that all of your child's personal items (coats, gloves, backpacks, etc.) are clearly marked for identification. A lost and found storage bin is located near the front door that can be checked at anytime once parents have checked in at the office. Items that are unclaimed for over a four-week period are donated to charity. Small items such as glasses, jewelry, keys, etc. are kept in the school office.

### **LUNCH PROGRAM [ccsdcafe.org](http://ccsdcafe.org)**

Menus for breakfast and lunch are on a cycle rotation. Please refer to [ccsdcafe.org](http://ccsdcafe.org) for meal prices, menus, nutritional information and any other questions regarding the lunch program. Food Service uses a computerized system to keep track of each student's breakfast and lunch accounts. The Meadow Point kitchen serves both breakfast and lunch. Please make your check payable to Meadow Point Food Service. If you prefer that your child not use his or her account for a la carte (snack) items, please contact the food service manager.

Your child may qualify for free or reduced lunch price meals. A *Free and Reduced Price School Meal Application* is available on-line. For more information, please call the kitchen at **720.886.8663**.

### **NURSE / CLINIC**

Meadow Point has a full time nurse on staff. She is available to administer first aid, provide temporary care for ill children and dispense medication.

- ❖ If your child has a fever of 101 degrees or greater, please keep him/her home.
- ❖ If a student becomes ill or injured at school, basic first aid will be given and the parents will be notified. The responsibility for further care rests with the parent or family physician. If the nurse is unable to reach you, the emergency contact numbers on file will be used. Please make sure this information is always current.
- ❖ Contact the school nurse if your child will require any medication at school on a regular basis, including asthma inhalers or Epi-pens.
- ❖ State laws govern the dispensing of medication at school. Most medication can be administered at home either before or after school. Prescription medication must be in the original container (stating the child's name and dosage) accompanied by a doctor's and parent's written permission. The doctor may fax the permission; it is the parents' responsibility to make these arrangements.
- ❖ All non-prescription/over the counter medication must be in the original container, accompanied by a parent's written permission and labeled with the child's name.
- ❖ Students may not self-administer medication at school. All medication, including asthma inhalers, must be kept in the clinic and administered by the nurse.
- ❖ If your child contracts the flu, strep throat, chicken pox, or any other contagious disease, please inform the school nurse immediately.
- ❖ If your child cannot participate in PE class or outdoor recess due to health reasons, a doctor's note is required, stating the reason and length of time.

### **PARENT INVOLVEMENT OPPORTUNITIES**

#### **School Advisory Council**

The School Advisory Committee (SAC) is comprised of parent representatives who assist in defining Meadow Point's goals and developing school improvement plans. This council is a branch of the overall school governance which reviews the school program and assists in making decisions which benefit children. The SAC meets quarterly. If you are interested in serving in this capacity, please email the principal.

#### **Meadow Point Parent-Teacher Community Organization**

The Meadow Point Educational PTCO is a local self-governing unit whose main purpose is to promote a positive school climate. The PTCO meets monthly. For more information about PTCO contact the main office at 720.886.8600.

#### **Parent Volunteers**

Parent volunteers are always needed in our school. Volunteers may work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers also help in the library, workroom or with special events such as field trips. Please contact our Parent Liaison at 720.886.8655 to discuss which opportunity you would be interested in.

#### **PASS (Partnership for Academically Successful Students)**

The purpose of this team is to work with family and community members to share resources, support one another and to improve the overall academic achievement of our students of color. We need parent input and diverse perspectives to create an environment where our students achieve at their highest level and our school is culturally responsive to the needs of all. Please contact Tom McDowell at 720.886.8600 for more details.

## **PARKING POLICY AND STUDENT DROP OFF AREA**

To ensure the safety of our students, staff and visitors, please adhere to the following guidelines:

If leaving your car to walk with your child, ALWAYS park in a legal zone.

**Student Drop Off Lane:** Parents using this area must drop their child off along the curb. This area is a single lane wide so that parents can stop along the curb and then pull forward when exiting. Students should only exit the car on the passenger side. Parents using this area should always drive as far forward in the lane as possible before stopping. When picking students up in this area, parents SHOULD NOT double park NOR leave the car unattended. Students should, again, only enter the car on the passenger side from the curb. There is to be NO PARKING in the drop off lane as it is an emergency vehicle access lane.

## **PERSONAL PROPERTY**

Personal objects of value are to be brought to school only during special occasions when a teacher has given permission. Playground equipment is provided by the school. Toys and items such as skateboards, scooters, rollerblades and radios are not permitted at school. We cannot be responsible for any loss or damage to students' personal property.

## **RECESS**

Students are expected to have some outside recess time each day unless the weather is severe. If it is 20 degrees or colder, students may be staying inside. Students should wear appropriate outdoor clothing for participation in outdoor recess.

## **SCHOOL DAY - EARLY DISMISSAL**

In the event of inclement weather or other circumstances, school may be dismissed early. Although a volunteer phone tree will be initiated to contact parents about an early dismissal, unfortunately it cannot be guaranteed that every parent will be contacted. For this reason, parents must check the district website for current information if weather conditions suggest an early dismissal is possible.

## **SCHOOL ENTRANCES**

To prevent any unauthorized persons from entering the building during school hours, all entrances are locked. Please do not knock on other entrance doors requesting entrance from teachers or students. Anyone entering the building is asked to use the main entrance and report to the school office before proceeding anywhere else. **All** visitors must wear a "visitor badge." Although we welcome parents and community members to visit our school, we also want to ensure our students are safe at all times. Parents waiting to meet their children at school dismissal time should wait outside near the designated doors in which students exit. Standing near classroom doors presents a distraction to our students' learning environments.

## **TELEPHONE USE**

The school telephone may be used by children for emergencies and for school work purposes only. Arrangements to go to a friend's house after school should be made at home before coming to school. Phone calls to make play arrangements are not allowed. We would appreciate you limiting messages to your child through the office to emergency situations only. Student messages will only be delivered at the end of the day.

## **THURSDAY FOLDERS**

Every Thursday a folder is sent home with your child which contains school work, classroom news, and news of school meetings and events. Please feel free to write comments, ask questions, or voice concerns on the form provided on this folder.

## **THURSDAY EMAILS**

On most Thursdays (*or other weekdays when more immediate communication is necessary*) an email about current district and school events will go to our parent email list. This list is generated from the information provided when registering or updating your contact information. Please ensure that we have a current email address. Email is a critical line of communication from the school to parents.

## **WEBSITES**

The school and district websites provide valuable information about our school and district. Parents are encouraged to visit both sites to learn more or find the answers to questions. Please visit the Meadow Point Elementary website at [meadowpoint.cherrycreekschools.org](http://meadowpoint.cherrycreekschools.org) and the district site at [www.cherrycreekschools.org](http://www.cherrycreekschools.org)

## **WEATHER DELAYS/CLOSURE INFORMATION**

The District will report severe weather delays and school closures via:

website [www.cherrycreekschools.org](http://www.cherrycreekschools.org)

weather hotline **720.554.4703**

local television and radio broadcasts

In the event of a school closure, you will receive a “Connect Ed” telephone message early that morning. Parents are urged to make the necessary emergency plan with their children in the event school is cancelled for that day. At other times, the District may announce adjustments in the start and/or dismissal times of our school. If Meadow Point is on a delayed start, school will begin one hour later at 9:00 am (students may arrive at 8:50 am) and all before school activities will be cancelled. Morning Kindergarten students will still be dismissed at 11:00 a.m., afternoon Kindergarten will still start at 11:45 pm. and school will still dismiss at 2:45 pm. In an effort to keep our phone lines open during these situations, please listen to your television or radio and do not call the school. Instead call the district weather line at 720.554.4703 or check the district website: [www.cherrycreekschools.org](http://www.cherrycreekschools.org).

### **Lightning Procedures During Dismissal**

Sometimes afternoon thunderstorms in Colorado develop with lightning. In the event of lightning near Meadow Point during dismissal, the following step will be taken: The school administrator, after consulting with assigned storm spotters, will decide if the students should be kept in the building until the lightning subsides.