

# **STUDENT HANDBOOK**

**Red Hawk Ridge Elementary School**

**Red Hawk Ridge WELCOME!**  
**Elementary School**

The Mission of Red Hawk Ridge Elementary School is to empower all students to achieve academic excellence in a caring, collaborative community of learners.

# Student Handbook

Main Office	720-886-3800
Attendance Line	720-886-3895
FAX	720-886-3888
Transportation	720-886-7400
Weather delay-cancellation	720-554-4701
School nurse	720-886-3806
Before/After School Child Care	720-886-3838
Kitchen	720-886-3839

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

16251 East Geddes Avenue  
Aurora, CO 80016

School Motto

Learning for All: Whatever it takes

School Mascot

Red-tailed Hawk

School Colors

Red and Black

## **Red Hawk Ridge Elementary School**

Dear Red Hawk Ridge Families,

Our motto at Red Hawk Ridge Elementary is "Learning For All Whatever It Takes," and you will see this message as you walk into our front hallway. This is a reminder that your student is attending a school with high and rigorous academic expectations for all. Our teachers and staff work hard to provide a balanced curriculum exceeding district and state content standards in a safe, caring and inclusive community.

The students at Red Hawk Ridge have many opportunities outside of the classroom to enhance their elementary experience. Art, music, physical education, dance, choir, technology and various clubs are some of the classes that are offered during and after school.

Part of the Red Hawk Ridge Elementary School's Mission focuses on the building of a community. We believe in the shared dedication and responsibility of the child, family, school and community as partners in meeting challenges and celebrating success. As a community, we will empower all students to achieve academic excellence.

The staff at Red Hawk Ridge thanks you for your support in building a strong home/school relationship.

Sincerely,

Michael Wurdeman  
Principal

# STUDENT OPPORTUNITIES

In addition to a strong and comprehensive academic program, Red Hawk Ridge provides additional activities to meet the needs and interests of our students. Some opportunities are: Running Club, Jump Rope Performance Team, Destination Imagination, Choir, Student Council, Dance Club, Robotics Club, Art Clubs and service projects to support the school and community. Due to the limited space in these activities consistent attendance is expected. If a student is habitually absent their spot will be given to another student.

**Choir** will be directed by our music teacher and is open to third, fourth, and fifth graders. This requires a commitment of time after school for practice at least two times a week. Choir members enjoy several opportunities for public performances. Information about joining the choir is sent out in the fall.

**Destination Imagination (DI)** is a creative problem-solving program held outside of the school day for students in kindergarten through college. DI teaches problem solving strategies, teamwork, and creativity. Teams must brainstorm their solutions to one of five challenges, then build and present them on their own with no help from their parents or adult sponsors. In the five months of time that children work on their challenge, team members create their solution, write scripts, compose music, make props, design scenery, and make costumes. A team consists of up to seven members managed by one or two team managers (parent volunteers).

There are two levels in which teams can present their solutions. The primary level is for students in kindergarten through second grade. These teams simply present their solutions and are given constructive feedback, without competing for a rank score. Students in third through fifth grade compete in the elementary level. In March, these teams compete against other teams in the district. Winners at the district level continue to the State Competition, and if successful, may continue to the World Competition.

**Jump Rope Club** is open to all students in grades 2-5 in the fall. It is a time to jump rope for fun and fitness. There is also a **Red Hawk Ridge Jump Rope Performance Team**. Students practice and then compete for a spot on this team. The team provides an opportunity for students to perform in a variety of venues at school and around the district. Participating in the Jump Rope Club can help those interested in trying out for a competitive spot on the performing team.

**Art Club Workshops** will be offered monthly and is open to various grades, depending on the workshop. There will be an opportunity for all grade levels to be in an Art Club Workshop! Young artists will explore art techniques such as weaving, crafting friendship bracelets, building with clay, found art deconstruction/construction, and much more! This requires a commitment of time after school, one day a week, for 4 or fewer weeks

(depending on the workshop). Information about joining an Art Club Workshop is sent out throughout the year.

### **Student Council**

Each classroom in grades three through five elects two representatives to the Student Council. The goal of student council is to develop and nurture a strong sense of community within Red Hawk Ridge. They are responsible for creating weekly school wide missions and also organizing a school wide book swap. Student Council is a great opportunity for students to get involved and develop leadership skills.

Important: Buses do not return to the school to pick up students from “after school” activities. Parents must pick up their child or arrange for him/her/them to go to the Before and After School Program.

### **Kindergarten Enrichment**

A fee based program, Kindergarten Enrichment, offers a variety of fun, learning activities for registered kindergarten students for the half day that they are not attending Kindergarten. This program runs five days a week. For information, please call 720-886-3800.\*

\* On days when school is closed due to bad weather, all programs including all childcare programs, Kindergarten Enrichment, extracurricular activities and all outside interests using the building are also cancelled.

### **Media/Library**

Library Book Check Out: Students in grades 1-5 may check out two library books for two weeks. Kindergarten students may check out one book for one week. Students have a scheduled library book check out time each week but may return their books and check out new ones at any time, with teacher permission.

**Lost Books:** Students will receive an overdue notice after the book is overdue and will receive a bill 14 days after the overdue notice. Students will be assessed a fee for the replacement or repair of lost or damaged books.

**Parents:** Red Hawk Ridge parents are welcomed and encouraged to check out books to read aloud and share with their children. Please stop by the media center and we will make out a patron card for you.

### **Student Achievement Services**

English as a Second Language Specialists

Learning Disabilities Specialist(s)

Speech/Language Specialist(s)

School Counselor/Psychologist

Occupational Therapy

Students learn best when provided with a safe, secure learning environment that provides a balance of challenge and support. To achieve this goal, Red Hawk Ridge has created a variety of intervention programs that are available to students who need extra support.

When necessary, the Student Achievement Services team meets with the classroom teacher and parents to establish individualized goals that will ensure appropriate progress. The team is also available to assist teachers in making classroom modifications and accommodations, suggesting teaching strategies, and classroom management approaches.

Parent of students who have an Individual Education Plan (I.E.P.) meet with the Student Achievement Services Team upon entering Red Hawk Ridge, or at least on an annual basis to monitor student growth and make necessary changes to the I.E.P.

# Parent Opportunities

**Red Hawk Ridge values and recognizes the important role of parents in their child's education. Children learn best when parents take an active interest and participate in the life of the school.**

## **PARENT TEACHER COMMUNITY ORGANIZATION (PTCO)**

The Red Hawk Ridge PTCO is a volunteer organization dedicated to bringing the community together through a variety of family activities as well as sponsoring a variety of services. All parents and community members are automatically members and are greatly encouraged to volunteer in whatever way they can. PTCO meetings typically occur once a month at 6:00 pm on a Tuesday evening. Please see the Red Hawk Ridge webpage for specific dates.

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

The Red Hawk Ridge PASS committee is a group of parents, teachers and administrators that come together to help support the learning and success of students of color.

## **VOLUNTEERS**

Parents who volunteer at school not only influence the emphasis on school and its importance for their children, they assist the school staff in providing additional support and one-on-one adult interaction for students throughout the school day.

## **VISITORS**

Parents are welcome to volunteer in their child's classroom as well as in other areas of the school. Parents are asked to schedule their visits in advance. Parents, and all other visitors, must check in at the school office, provide a photo ID, and wear a visitor badge while in the school. Please contact your child's teacher, PTCO, or the school office to arrange to volunteer.

Children not enrolled in our schools may not visit classrooms, the cafeteria or be on school grounds, unless accompanied by an adult and with prior scheduling. We request that the visits be scheduled at times other than:

- The first two weeks of school
- Days preceding or following holidays
- The final week of school
- The last half hour of any school day.

# SCHOOL RULES AND DISTRICT POLICIES

## ARRIVAL

**School hours: First Bell rings at 7:50 a.m. Tardy bell rings at 8:00 a.m. Dismissal is at 2:45 p.m.**

**Morning kindergarten: 8:00 a.m. to 10:45 a.m.**

**Afternoon kindergarten: 12:00 p.m. to 2:45 p.m.**

Please help children arrive at school safe and ready to learn. The first bell rings at 7:50 a.m. and the tardy bell rings at 8:00 a.m.

Children may arrive and proceed to their classroom beginning at 7:50 a.m. Supervision by adults is not available until 7:50 a.m. Children who come for school breakfast may arrive at 7:40 a.m. and are asked to enter the building through the cafeteria door on the west side of the school.

## ATTENDANCE AND TARDIES

We ask parents to call the 24-hour attendance line at 720-886-3895 before 7:45 a.m. and leave a message if your child will be absent or late for school. Please include your child's name, their teacher's name and the reason for the absence or tardy. Children arriving after 8:00 a.m. must stop by the school office to check in for attendance. Students will be marked as tardy after 8:00 a.m. It is district policy for school office staff to call parents whenever a child is absent from school when a phone call or note from a parent has not been received by the school office.

## BACKPACKS

Children are encouraged to use backpacks to help transport items to and from school. For **safety reasons**, rolling backpacks, those that are on wheels, are NOT allowed at Red Hawk Ridge.

## BIRTHDAY INVITATIONS

Please do not pass out individual birthday invitations at school. We encourage you to either hand deliver them in your neighborhood, or provide an invitation for each student in the class.

## BIRTHDAY TREATS

Students may bring birthday treats to school to share. Prior arrangements must be made with the classroom teacher so the instructional program is not disrupted. Kindly encourage peanut free, healthy treats.



## **BUS RULES AND EXPECTATIONS**

### **S.O.A.R. to Success: Safety, Ownership, Attitude, Respect**

- Be respectful
- Be responsible
- Follow the bus driver's directions the first time they are given
- Be in your seat whenever the bus door is closed
- Use soft voices so as not to disturb the bus driver
- Do not throw anything off the bus
- Do not bring any animals on the bus
- Do not bring glass containers on the bus
- Do not eat or drink on the bus
- Do not bring skateboards or roller blades on the bus

Students are expected to adhere to the same expectations of conduct as they are at school. Students may be suspended from the bus for serious infractions.

## **CELL PHONES AND STUDENTS**

The school recognizes the increased concern for student safety and how a student's cell phone can be a way to stay in touch as the student goes to and from school. However, a concern arises when the student uses the cell phone inappropriately during school hours. The following rules will help parents and students use cell phones to help ensure safety and communication with home while keeping the school environment dedicated to learning.

During the school day:

- Cell phones are turned off
- Cell phones are kept in backpacks

Consequences for not following these rules might include keeping the cell phone in the school office until a parent can arrange to pick it up.

## **CHANGING FAMILY INFORMATION and MEDICAL INFORMATION**

It is crucial that parent and other adult emergency contact names and phone numbers be kept up to date and accurate. Whenever you experience a change in phone numbers or need to add another name to the emergency contact list, please update your information online and inform the front office as well. In an emergency situation, we can only release children to persons listed online under emergency contacts as authorized by parents. These authorized persons must be 18 years or older and present a picture identification.

Any changes to medical information, including the development of asthma, allergies or need for medication, should be reported to the school nurse as soon as possible. We make every effort to keep teachers and staff aware of medical conditions affecting our students, but we need your help in staying current and accurate with that information.

## **CLOSURES, DELAYED START & EARLY DISMISSAL**

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on

the district web site, recorded on district area weather hotlines and conveyed to a number of radio and TV stations for broadcasting. We are Cherry Creek School District #5.

Web Site: Any weather related schedule changes will be posted to a link on the district's web site. ([www.cherrycreekschools.org](http://www.cherrycreekschools.org)) by 5:00 a.m. You may want to bookmark this address for easy access.

Connect Ed: this is telephone system used by the district to notify families of weather delays, cancellations, and other unusual situations. It is imperative that families go online to <http://my.cherrycreekschools.org> to make CHANGES TO THE THEIR PHONE NUMBERS so that the revisions can be entered in to the calling system.

Telephone and Radio Stations: Whenever normal schedules have to be adjusted due to weather or emergency conditions, this information will be given as early as possible to the major television and radio stations.

#### Delayed Start

- When early morning weather and road conditions or other emergency situations are not deemed serious enough to close school, but are likely to cause travel difficulties, school start times may be delayed. This information will be available on the district web site, area hotlines and local TV and radio stations as soon as possible. Delayed start for Red Hawk Ridge means that school will begin at 9:00 a.m. Morning kindergarten dismisses at the regular time, and afternoon kindergarten begins and ends at the regular times.

#### Early or Late Dismissal due to Severe Weather

- If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise affected schools and the transportation department, as soon as possible, of a decision to dismiss school early. When this decision is made, this information will be posted on the district web site, recorded on the applicable area hotline and sent to the radio and television stations as soon as possible.
- In case of dangerous weather warnings, e.g., tornado, we may hold students past their dismissal time for safety reasons. This information will be posted on the district web site, recorded on the appropriate area hotline and sent to the radio and television stations as soon as possible. Parents are always welcome to park their car, walk into the office and sign out their child(ren) if they are unable to wait for a later dismissal.

**IMPORTANT!!!!** Parents are urged to formulate contingency plans for their children in the event of an emergency. Arrangements should be made for the child(ren) to go to a neighbor's house, or to have access to the home and directions for contacting a parent. In no case will an elementary school child be released to a person without proper identification and clearance from the school office.

## **CUSTODY PAPERS, COURT ORDERS AND RESTRAINING ORDERS**

If you would like the school to be aware of special concerns or considerations, please notify the main office and provide them with a copy of any legal document the school should retain in the student's file.

## **DISCIPLINE**

Red Hawk Ridge Elementary uses the Positive Behavioral Interventions and Supports (PBIS) framework. This means that we believe in teaching positive social behaviors in the same manner as any core curriculum subject. Our goal is to have a safe learning environment for all students.

The foundation for PBIS at Red Hawk Ridge is S.O.A.R. This acronym stands for Safety, Ownership, Attitude, and Respect. In our classrooms, teachers introduce, model and reinforce positive social behavior. Research has shown that teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. Within this framework, we reward the positive behaviors with S.O.A.R. stickers, Red Hawks, Hawk Nest Awards, and High Flyer Assemblies.

We may also use interventions as needed. Typical interventions include one on one conference with students, loss of privilege, re-teaching of behavior, parent phone call, or a behavior contract. If the offense is serious and/or repeated, consequences could include removal from school for the remainder of the day, in-school suspension or out-of-school suspension.

Overall, we believe our community works best for everyone when behavior expectations are followed. It is our goal to establish a climate in which appropriate behavior is the norm at Red Hawk Ridge.

**ATTENTION PARENTS:  
AIRSOFT, PELLET, BB GUNS and KNIVES**

Weapons at School: In 1993 the Cherry Creek School Board passed a strict policy on weapons at any school site or event. Any object that looks like a weapon and/or is used in an intimidating or threatening manner is considered a weapon. Please be highly aware of this policy and alert your children to the seriousness of its nature.

At this time we want to reiterate our message regarding state law and school district policy relative to airsoft, pellet, and BB guns.

We understand that these guns, which can be difficult to distinguish from real guns when being held by a person, have become very popular. We further understand that many view these guns to be toys. As such, some of our students are purchasing these guns, receiving them as gifts, and playing with them at home and in neighborhoods with parental permission.

However, these guns are not allowed on school premises. Both Colorado state law and Cherry Creek School District policy require a mandatory expulsion for the possession on school property of “any pellet or BB gun or other device designed to propel projectiles by spring action or compressed air.”

Please be reminded and reinforce with your child that the school must recommend an expulsion if these guns are brought onto school premises.

Also, no knives or blades are allowed at school. This includes pocket knives of any size and razor blades.

# **RIGHTS AND RESPONSIBILITIES** **OF RED HAWK RIDGE** **STAFF, STUDENTS, AND PARENTS**

## **DRESS**

School clothing should reflect the child's major responsibility at school – learning. We are confident that parents will help children select clothing and footwear that is appropriate.

- No flip flops or open backed sandal in PE– children can't play, climb or have fun in P.E. without safe and secure footwear
- Shoes with wheels in the soles: students may not use the wheels while on school property. We have sustained carpet and flooring damage inside the building, and numerous falls on the playground and sidewalks. Thanks for being safe!
- Shorts, skorts and skirts must reach a couple of inches above the knee.
- No halters, tank tops or spaghetti straps unless worn with a cover up. Shoulder straps must be at least two inches wide.
- No skin showing anywhere in the midriff area. Tops must be tucked in or worn like an over blouse, completely over and covering the waistline. No under garments may show.
- No hats, kerchiefs, sun visors, etc. on head while in the building (except for religious practices).

## **FIELD TRIPS**

The school makes use of community and regional resources to support the curriculum. Field trips are carefully planned and supervised. Parent permission is required. Parents often volunteer to chaperone field trips. This is a serious commitment to ensuring the safety of the children. Chaperones must provide their own transportation to and from the school. They accompany their assigned group of children at all times, never leaving a child unattended. Siblings may not ride the school bus.

Trips usually require a small fee to defray admission charges or transportation costs. However, no student is denied the opportunity to participate in planned school activities because of financial hardships. School fundraisers help defray the cost of these activities.

## **HOME/SCHOOL COMMUNICATION**

Ongoing and timely communication is a key value at Red Hawk Ridge Elementary School. We send out a weekly email blast with important dates and information. Additionally, approximately every three weeks, the Red Hawk Ridge Parent Newsletter will be sent home as an attachment to our Thursday email blast. This provides valuable information on what is happening at school. In addition, classroom teachers will send home a folder every THURSDAY. It is one of the best and easiest ways to stay connected with what is going on in your child's classroom. Other forums for communication include: Student Progress Reports, Parent Teacher Conferences, PTCO meetings and newsletter, and various presentations of learning by students. Phone calls

and visits are also welcome. Check out the school's web site at [redhawkridge.cherrycreekschools.org](http://redhawkridge.cherrycreekschools.org)

To prevent interruptions in the classrooms, all messages or student materials must be left in the office. We will make sure your children receive these materials. We want to keep classroom interruptions to a minimum. Please help your child develop a routine of collecting items and packing their backpack each evening so that it is ready in the morning.

### **LOST AND FOUND**

Lost and found items are collected and displayed on a rack at the back of the cafeteria. During the school year, items are displayed for students and parents to check for lost items. Periodically, items not retrieved by the owners are donated to charity.

### **PARKING LOT**

We ask all drivers to observe the posted driving limits in the neighborhood and heed all crosswalks around the school when young children travel to and from school. Please drive 5-10 miles per hour in the school parking lot. Students should wait on the sidewalk until their ride can pull alongside the curb. We do not allow students to walk out between parked cars or to walk across the parking lot unaccompanied by an adult. Also, please be very cautious of children and adults crossing in the two crosswalks in front of the school.

### **NO PARKING AREAS:**

DUE TO FIRE DEPARTMENT REGULATIONS, the curb next to the school is designated as a **NO PARKING** area. You may stop along the curb long enough for your child(ren) to enter or exit the car safely. DRIVERS MUST STAY IN THEIR VEHICLE AT ALL TIMES. Drive forward as soon as possible and exit the parking lot.

In addition, the curb in front of the building on the south side of the driveway is also designated by the Fire Department as a **NO PARKING** lane. Drivers may not stop at all along this curb. Thank you for helping keep all of our precious children safe.

### **NO LEFT TURNS OUT OF THE PARKING DURING ARRIVAL AND DISMISSAL**

In an effort to keep traffic moving out of the parking lot and on to Geddes Ave, turning left out of the parking lot will not be allowed from 7:30 – 8:00 am and from 2:25 – 3:00 pm. It will be right turn only during these times.

### **PARTIES**

A short time at the end of the school day is set aside for classroom celebrations before the winter break and on Valentine's Day. Classroom teachers are responsible for supervising students during the celebration times, but welcome parent volunteers and students to help plan appropriate activities for the parties. If a child does not celebrate these holidays, alternative activities will be offered. Individual birthday parties are not allowed, but students may bring birthday treats to school to be passed out at lunch, or near the end of

the instructional day. Only clear beverages, e.g., Sprite, lemonade, are allowed in the classrooms, gym, etc.

### **PETS AT SCHOOL**

Due to the number of students who have allergies and asthma, pets, especially fur bearing animals, are not allowed in the school building. Fur bearing animals are also not allowed on school grounds. Even on a leash, dogs can be intimidating to young children. In addition, there is a health concern for children playing at recess or during physical education classes on the grassy areas where there have been a lot of dogs. We appreciate your help in keeping our grassy areas clean and safe for children.

### **PHONE CALLS BY STUDENTS**

Students may use the phones in their classroom and main office for emergency calls only. All social arrangements should be made from home prior to arriving at school.

### **PHONES WITH BLOCKS**

Occasionally emergencies will arise at school, and it is imperative that the school is able to reach a family member as soon as possible. If your phone has a block on it be sure to program the number of the school (720-886-3800) into your system so that we will be able to contact you as quickly as possible. Thank you for your consideration.

### **PROBLEMS OR CONCERNS**

As in any organization, concerns and conflicts will arise. The staff of Red Hawk Ridge is committed to working with our community through a problem solving process to reach amicable and reasonable solutions. We believe that we resolve problems directly and personally with the person who has the most information to share and ability to help. Subsequently, the following hierarchy has been developed to solve problems or concerns about an individual child.

- Phone or meet with the teacher
- Conference with teacher and/or team
- Conference with the teacher/team and the principal
- Phone and/or conference with the principal

### **PROGRESS REPORTS AND PARENT CONFERENCES**

As a school, student progress is reported through three formal progress reports (every 12 weeks of school) and two conferences. Informal conferences and phone calls are encouraged all year long.

The Progress Reports will give you information about specific academic skills and the level of achievement for reading, writing and math. Skills, attitudes and behaviors that support achievement are also reported.

At all times, parents are encouraged and welcome to initiate dialogues with teachers about their child's progress and how they can support that effort at home.

## **REQUESTING TEACHERS**

Each spring, teachers begin developing class lists that will create effective learning environments for all children. Working in their teams, classroom teachers take many factors into account, including collecting information from all teachers and specialists who interact with children about the academic, social and behavioral needs of students. We also attempt to balance each class with equal numbers of boys and girls, and a mix of students with ranges of abilities and needs.

We appreciate any input you would like to share about your child(ren). To do that, please write a letter or email to the principal describing the educational factors unique to your child's needs.

These descriptions might include:

- Traits and characteristics unique to your child
- Traits and characteristics of a teacher that you feel best facilitates your child's learning
- Describe the educational setting in which your child thrives
- Please, do not request a teacher by name

Teachers will be made aware of these considerations as they make final decisions to place your child in the appropriate educational environment.

We appreciate your thoughtful consideration of this process as we strive to make Red Hawk Ridge Elementary the best school for each and every child.

## **STUDENT SIGN-IN/SIGN-OUT**

We all recognize the limited amount of time available for instruction and learning. We encourage families to make appointments for dental and medical check-ups during fall, winter, and spring breaks, as well as during the summer. Only a parent, guardian or a person listed online on the emergency contact list are permitted to sign out and pick up a student from school. That person must come to the school office, show identification, and Sign the student out on the school form. Office staff will call the classroom teacher to send the student at that time. Parents may make changes to the student emergency list by going to <http://my.cherrycreekschools.org> and updating you're information.

## **TECHNOLOGY**

Technology as an instructional tool is a valued resource at Red Hawk Ridge. Teachers and students work to develop new ways to integrate technology into the content areas to increase achievement. Computers are in every classroom and are used daily. Not only do students have access to word processing and software applications providing practice and extension in mastering skills, the Internet is available through the use of the Cherry Creek School District Network. CCSD utilizes a filtering system to decrease the likelihood of undesirable sites. In addition, students are under the supervision and monitoring by staff during Internet usage. Strict guidelines must be followed and a parent signed use agreement is required prior to student access.



## **VACATIONS**

At times during the school year, some families take vacations while school is in session. Although we strongly recommend that vacations be planned while children are on school breaks, we realize that this is not always possible. When this happens parents sometimes request that teachers provide homework for children who will miss school. We recognize that teachers spend a great deal of time planning and delivering instructions. It is important that both students and parents realize that many of the activities such as lectures, classroom discussions, and other forms of presentations cannot be duplicated and that the instructional process cannot always be made up. Therefore, teachers will not be able to provide assignments for students going on vacation.

After returning from vacation, students must immediately speak with their teacher about making up the missed work. Teachers will allow a reasonable amount of time for the work to be made up.

## **WALKING AND RIDING BIKES TO SCHOOL**

Students are welcome to ride bikes to and from school. Bike racks are available at the front of the building. Students are responsible for securing their bike. The school is not responsible for damage or loss. Students may not bring or use roller blades, skateboards, or scooters on to school property.

## **WITHDRAWALS**

Parents are asked to inform the office as soon as they know that their child is withdrawing from school. The office will provide a form to notify the classroom teacher, specialists and kitchen staff. We would like an opportunity to return any balance of funds from the lunch account and give you an opportunity to return any school property that may have been loaned to your child.

## **\*\*\*DISTRICT POLICIES**

The entire text of any Cherry Creek School District Board of Education Policy and /or Regulation is available from the district administration office located at 4700 S. Yosemite Street, Greenwood Village, Co 80111. Additionally, all district policies and regulations may be accessed via the Cherry Creek School District web site located at [www.cherrycreekschools.org](http://www.cherrycreekschools.org)

# MEDICAL MATTERS

Red Hawk Ridge has a school nurse on duty every day from 8:00 a.m. to 3:00 p.m. The nurse is responsible for first aid and will call parents in the event a child is ill or injured. It is the parent's responsibility to keep their child's emergency card updated with current phone numbers and a list of alternate contacts.

- A child who becomes ill at school may remain in the clinic until a parent arrives.
- A child with a fever of 101 degrees or more must be picked up and taken home.
- Vomiting/diarrhea-with or without fever, child should stay home until symptom free for 24 hours
- Strep throat-Children should be able to return to school after 24 hours of appropriate medical treatment
- Pink eye (conjunctivitis)-Children with redness and mattering of the eye should be kept home and treated by a physician before returning school
- A child too ill to participate in the regular school activities, including outdoor recess, is not well enough to be in school.

The nurse is also responsible for ensuring compliance with the immunization laws as set forth by the Colorado Department of Public Health. Students may face suspension from school if the immunization certificate or signed waiver is not provided.

## **Medication**

The nurse may administer prescriptions and over-the-counter medication with appropriate written authorization. All students must follow the guidelines as outlined by the Cherry Creek School District's Medication Procedure. Please call the nurse for specific instructions on these medication procedures.

All prescription and nonprescription medication must be in a labeled pharmacy bottle and authorized through CCSD written documentation. At the end of the school year, all medications may be used for the following year, unless expired. However, all over the counter and prescription medications must have a newly written authorization at the beginning of each school year. Medication of any kind will not be administered to children without the correct paperwork.

# **BEFORE AND AFTER SCHOOL CHILD CARE**

This program offers before and after school care from 6:30 a.m. until school starts, and 2:45 p.m. to 6:00 p.m. In addition, the program offers childcare during the students' holiday and summer breaks. These programs are fee based in accordance with usage. Children must be registered to participate. Drop-ins are not allowed. Please call the Soaring Heights Before and After Child Care office at 720-886-3838.