Columbine Hills Elementary School

Home of the Colts

Parent Handbook
2023-2024

Aiming for Success, Believing...Together We Can!
Columbine Hills Elementary
6005 West Canyon Avenue
Littleton, CO 80128

Telephone- 303-982-5540
Fax- 303-982-5541
Information Line- 303-982-5510
Attendance Line- 303-982-5531

Principal: Christa Wilson
VoiceMail- 303-982-5525
Email- christa.wilson@jeffco.k12.co.us

Columbine Hills website: https://columbinehills.jeffcopublicschools.org/
Jefferson County Schools website: www.jeffcopublicschools.org

Office Hours: Monday-Friday- 7:15 am-3:15 pm

School Hours:
Preschool Full Day Program  Monday-Friday- 8:00am-2:30pm
  Breakfast at 7:40am-8:00am (Preschoolers must eat with a parent/guardian)

Kindergarten through Fifth Grade  Monday-Friday, 7:45 am - 2:35 pm
  Door open for breakfast at 7:25am and soft start at 7:30am

** Students (K-5) are tardy if they arrive after 7:45 am**
The Student & Family Handbook (code of conduct) is designed to promote safety through high standards of behavior. The handbook is available to download in PDF format in multiple languages from the links below. 2023-2024 Jeffco Code of Conduct

SCHOOL POLICIES AND PROCEDURES

Arrival & Departure Times
When children arrive, they should enter through the main door as all other doors will be locked. PLEASE DO NOT HAVE CHILDREN ARRIVE AT SCHOOL EARLIER THAN 7:30 am (7:25 if your student has breakfast here). Students arriving earlier are unsupervised on the school grounds. Students arriving after 7:45 am are required to sign in at the office and get a tardy slip before going to class.

Students will be dismissed at 2:35pm through the outside classroom door. Be prompt when picking up your child after school as students are unsupervised after 2:45 pm and will be brought to the front office.

Please make after school plans for your child before school to minimize classroom disruptions. The only messages that will be delivered to students during the day are for EMERGENCIES. These messages cannot be delivered after 2:15 pm.

If a child must stay after school to complete assignments or work on a teacher-supervised project, he/she may do so. HOWEVER, THE TEACHER OR YOUR CHILD WILL INFORM YOU BY TELEPHONE OR E-MAIL.

Kiss and Go Lane
We have one designated area for parents to drop off and pick up their children at the curb in our parking lot. The purpose of our Kiss n’ Go lane is to provide a quick and safe area to drop off and pick up your child. Please help us keep the Kiss n’ Go lane moving by pulling up and having your child quickly exit or enter the car. DO NOT PARK and leave your car at the curb. This blocks traffic and makes our moving drop off unsafe. The morning and afternoon traffic becomes congested, so it is imperative that ALL PARENTS obey all traffic rules when dropping off or picking up students. You are also welcome to park in the parking lot and walk your child through the parking lot to the crosswalk. Please observe the no parking signs by the crosswalk. It is extremely important that parents model safety for their children.
Please note that **U-turns in front of the school are illegal.** We have several buses that drop off students, so **DO NOT DROP STUDENTS OFF IN FRONT OF THE SCHOOL IN THE BUS LANE.** Please be respectful of our neighbors when parking in the neighborhood by not blocking driveways or fire hydrants.

Cross walks:
- Students wanting to cross Canyon Avenue to the south/north PLEASE use the crosswalk in front of the school.
- Students walking on Canyon Avenue to the east/west MUST stay on the sidewalk and walk around the parking lot. The entrance and exit of our parking lot are not designated crosswalks.
- When parking in the parking lot, PLEASE use the crosswalk!
- Drivers, please STOP before the crosswalk in the parking lot.

**Attendance**

**Attendance Policy**
Every day of school is a “regular” day for attendance purposes. Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. Our school has designated a target goal of 96% attendance this year and reviews attendance monthly to ensure all students are helping to meet our goal.

There are two types of absences – **excused and unexcused.** Absences will be excused for illness, family emergencies, and religious holidays. Absences for any other reason such as missing the bus, bad weather, waking up late, staying out late the night before and no excuse at all are **unexcused.**
Parents are to call the Columbine Hills attendance number before 8:00 a.m. to report a student’s absence. Emailing and/or communication with your child’s teacher does not excuse an absence. You must call the attendance line to report the absence. This is a 24-hour voice mailbox so you can leave a message any time, day or night. It is a parent’s responsibility to notify the school regarding a student’s absence to the office. If we do not hear from a parent regarding an absence, the attendance secretary will make every effort to contact the parent and any emergency contacts to establish the student’s whereabouts. The absence will be marked as unexcused if a phone call from the parent/guardian is not received within 24 hours of the absence. To ensure safety, if a parent cannot be contacted, the Jefferson County Sheriff’s Department may be asked to help locate the child.

**Tardies/Absences**
Students are expected to be on time. We believe that consistent daily attendance is an integral and essential part of the learning process. Elementary school is the best time to teach children to get in the habit of being on time. Being on time to school and class teaches students responsibility for promptness in their adult lives.

It is important that students attend school for the entire day. Tardies are counted when a student arrives at school late. If a student leaves early, it will be marked as an early release. A tardy/early release is marked when a student arrives after the tardy bell rings and/or misses up to an hour and a half in the morning or the afternoon. A half-day absence is marked when a student misses more than an hour and a half in the morning or in the afternoon.

When a student arrives after 7:45 am they will be tardy and should report directly to the office to sign in and receive a pass. Late arrivals will not be excused unless a parent or guardian calls the attendance line or personally speaks with the school secretary regarding the reason for the tardy. Otherwise late arrivals will be marked as unexcused.

Make-up work for absences will be given when a student returns to school. This allows the teacher to determine exactly which work needs to be made up. A general rule of two days of make-up time for each day missed will be given. Credit will be given for make-up work that is completed in a timely manner.
Pre-arranged Absences
Families are expected to plan family outings and vacations in conjunction with school holidays. If your child will be absent more than two days for a scheduled absence, a pre-arranged absence form must be completed 3 days prior and turned in to the office for approval. Approvals will only be granted to students with good attendance and good academic standing. If not approved, the absences will be marked as unexcused. Pre-arranged Absence Form

Parents of students who are repeatedly tardy or have excessive absences will receive a letter and be asked to meet with the school to come up with a plan to improve attendance. Excessive absences and/or tardies will result in action by the school, district, and in an extreme case, juvenile authorities. District policy states that four unexcused absences in a month or ten unexcused absences in a year is cause for district action. Please see the Jeffco Student and Family Handbook and Policy JH: Students Absences and Excuses for further information.

Chronic Attendance/Tardy Policy
Chronic attendances AND tardies will be referred to the Student Truancy Office. This office works with the court in compliance with the school attendance law of Colorado.

When there is a Concern about Attendance
- The classroom teacher will contact the parent and explain that even though absences may be valid, they still have an effect on the child’s progress and explain that state law requires that students be in school a certain number of days each year.
- A letter from Mrs. Wilson will be sent to parents of students who have missed ten or more school days and a conference will be scheduled. The purpose of this letter and conference is to emphasize the importance of school attendance and the effects of absences on school progress.
- A letter from Mrs. Wilson will be sent to parents of students after excessive tardies (10 tardies).
- Students with unexcused or suspicious absences will be referred to the Student Truancy Office for Jefferson County Schools. Columbine Hills will work with Student Truancy and the court system in enforcing state school attendance laws.

Soft Start
Columbine Hills has a soft start arrival time. Students can arrive at school no earlier than 7:30am (7:25 am if eating breakfast at school) and will go directly to
their classroom. Students then have time with their teacher and classmates to prepare for the school day. We believe this start is better for students academically, socially, and safety-wise. When the bell rings, learning begins. **Students may not arrive before 7:30 am as there is no supervision outside.** For the safety of all students, no one is permitted on the playground or fields in the mornings.

**Student Pick-up/Checkout Procedure**
When picking up children during school hours, **parents are required to come to the office and sign them out.** All parents/guardians should be prepared to provide a valid ID to check out their child. This is a safety precaution. Children are never sent home during the day unless the office staff has contacted someone listed on your child’s emergency contacts in Jeffco Connect. Please make sure that you keep this contact information up to date throughout the year. Students will not be called down to the office for early dismissal until the person signing him/her out is present. Please do not call ahead to have your child waiting in the office. All student dismissals must go through the office.

**Student Behavior Expectations**
Columbine Hills is participating in the Colorado Positive Behavior & Intervention Support sponsored by the Colorado Department of Education. All of the elementary schools in the Columbine Articulation area are part of this initiative. The purpose of the Colorado School-wide Positive Behavior & Intervention Support is to establish and maintain safe and effective school environments that maximize the academic achievement and behavioral competence of all learners. Columbine Hills has adopted 3 rules (Be Respectful, Be Responsible & Be Safe) that all students know and can apply to different locations inside/outside the building (i.e. classroom, hallway, lunchroom, playground, bathroom, and arrival/dismissal).
Be Respectful, Be Responsible, Be Safe

Positive, predictable, and effective school environments are safer and healthier and enhance student learning.

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
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</table>
| I will be respectful of the feelings, property and difference of others. | • Respect the rights, diversity, feelings and property of others  
• Exhibit a positive attitude  
• Demonstrate self-control  
• Use appropriate voice levels  
• Listen to others  
• Work cooperatively with others  
• Use appropriate behavior in a variety of settings  
• Take care of school property | • Be prepared and ready to learn  
• Listen to and follows directions  
• Use time appropriately and stay on task  
• Keep self-organized  
• Accept responsibility |
|   | • Follow school, classroom and playground rules  
• Use materials, tools and equipment appropriately  
• Use kind words  
• Have a safe body (hands and feet to self) |   |

The Jefferson County Public Schools Code of conduct will be online for all parents and students. If you do not have internet access, please contact the office for a hard copy. The Columbine Hill’s handbook and Jeffco Conduct Code links can be found on our web page. The behavior code is to be followed by all students of Columbine Hills Elementary.

Consequences to Violations of Expectations

The staff at Columbine Hills is committed to the teaching of conflict resolution skills and providing interventions. The teacher or staff member involved will handle most minor problems that occur at school. At any time behavior expectations are not met by the student, the matter will be investigated by school personnel. If it is found to be necessary, a Referral Form will be written, a
parent will be notified of the situation, a copy of the report will be sent home to the parents, and appropriate consequences will be implemented which may include:

- Warning
- Conference/contact with student
- Referral to mental health support
- Loss of privilege, such as recess
- Expulsion
- Behavior/Attendance contract
- Conference/contact with parents
- Remedial discipline plan
- In-school/out of school suspension

Behavior referrals are tracked internally to determine patterns of behavior which may require interventions, such as meeting with the mental health provider or a discipline plan. Only suspensions/expulsions are a part of the student’s permanent record.

**Goals of the Discipline Plan**

It is the goal of Columbine Hills Elementary to treat all students with consistency, equity, fairness, dignity, and respect. Jefferson County Public Schools recognizes that effective student discipline is a major contributor to the creation of a positive and productive learning environment for all students. It is the further belief of Jefferson County Schools that the prime objectives of the discipline program should be to:

- Assist students in the development of the ability to discipline themselves
- Assist students in the development of behavior which is socially acceptable, respectful and mindful of the dignity of others
- Ensure the rights of others to learn

**Standards for Treatment of Students**

All students will be treated with consistency, equity, fairness, dignity, and respect. If a student has a problem or feels uncomfortable for any reason, he/she should first ask their teacher. If this does not resolve the problem, the student should speak to the principal.

**Resolving Complaints or Problems**

A strong home school partnership is important for the success of each student. If you have a concern, complaint or problem, we first ask you to communicate it with your child’s classroom teacher. If your concern/complaint is not resolved, please contact school administration, Mrs. Wilson.
If you have questions or concerns, please refer to our CHE Problem Solving Communication Path. Community feedback forms are also available in the office and attached to each monthly Hoofprints.

**Health Room**

We are concerned for the health and well-being of all of our students. Our health room is available for those children who become ill or are injured at school. If a child runs a temperature, is deemed truly ill, or has an injury that appears to require medical attention, parents will be called and will be expected to come immediately. Students are not allowed to call or text their parents from class to go home. Jefferson County Schools Health Policy states that a student who has a 100 degree temperature or higher is not allowed to remain at school, and must be taken home. Students are considered contagious and should not be in contact with others.

Please help us stay healthy by not sending students to school when they are ill, or with undiagnosed rashes or physical problems, and by helping them to recognize and understand the real signs of illness. [How Sick is Too Sick?](#)

All medication must be accompanied by a medication agreement form. All medication must be in the original pharmacy-labeled container. Children must assume responsibility for going to the office at the specific time(s) for medication. Children are not permitted to keep any medication, (prescription or non-prescription) in their possession on school grounds.

**Communication**

Effective schools have a close-knit partnership with the family. Our goal is to have positive and strong parent communication to ensure that parents are informed of pertinent information regarding their child and school events in a timely manner. We have to establish clear, consistent expectations for our children. If there is a problem at school or at home, a sincere effort to communicate must be made. We have many systems in place to keep parents informed, but please know that parents should always contact their child’s teacher or the school when questions arise.

**General Communication:**

Our main source of communication will be through our district-wide system called School Messenger. We will communicate information to parents using email and/or phone messages weekly. Parents need to provide the school with
primary email addresses and phone numbers through Infinite Campus (on-line).

**Sunday Call:**
Sunday evenings you will receive a call and/or email through our school messenger system reminding you of the upcoming and important events at Columbine Hills each week.

**Class DoJo:**
All classroom teachers will be using Class Dojo App to share classroom information along with keeping you updated on your child’s behavior during the school day. ClassDojo is a classroom communication app used to share reports between parents and teachers. Teachers track student behavior and upload photos or videos.

**Weekly Classroom Emails:** Weekly classroom communication will be sent home via email to keep parents informed of classroom events and learning.

**Monday Folders:**
Monday is designated as the day on which routine school or community news will be sent home in your child’s Monday folder. The folder will contain student work, school news, and newsletters from the teacher. Parents are asked to review this information weekly and return the folder to school.

**Monthly School Newsletter:**
The Hoofprints will be sent home on the first Monday of the month via email. It will include the school calendar of events for the month, a message from the principal, and other important information for parents. The newsletter will also be available online at the Columbine Hills website.

**Columbine Hills Website:**
The homepage for Columbine Hills is listed below. This webpage is a great resource of information for everything taking place at CHE. You can also access the school calendar, the lunch menu, and newsletters.
[http://columbinehills.jeffcopublicschools.org](http://columbinehills.jeffcopublicschools.org)

**Peachjar:**
Peachjar is a resource connected to our website through the peach icon in the upper right hand corner of our school website. It will share digital fliers from various organizations and resources for parents and students.

**Information Rack:** An information station is located outside of the office. This area contains information/flyers from various community organizations such as
the local Scouts and various sports organizations, etc.

**Dress Code**

*School Board policy states, “The appearance of dress of students shall not be disruptive to the educational process or constitute a health or safety hazard.”*

The CHE Staff promotes that dressing appropriately for school helps to keep the focus on learning. We ask that students follow these expectations when getting dressed for school.

- Be neat and clean
- Professional Length
- Ability to play safely: No unsafe shoes. Heely’s and flip-flops are not allowed
- Clothes cannot distract other learners
- Appropriate language/advertising
- Hats for special occasions only

Please help us protect your child by ensuring that adequate clothing be worn during the winter. We will attempt to send all children outside except on the very coldest, wettest days, when the temperature and/or wind chill factor is 20 degrees or below. A breath of fresh air does wonders for wiggles.

In the event students arrive at school dressed inappropriately, parents will be contacted to make arrangements for suitable clothing to be obtained.

**A Note to Parents:** It is very appropriate for you to set limits for your children as to dress and hairstyles. You may hear things such as “everybody does it” and when you do, please remember that “everybody doesn’t.” Encourage and enjoy their childhood. The rest will come soon enough.

**Lunch**

Students are given a 40 minute period for recess and lunch. When taking your child out for lunch, please remember that they are expected to be back at school in time for their afternoon classes. Students will be marked tardy if they are late. Thank you for your cooperation.

Children need healthy meals to learn. Thanks to the passage of Prop FF or, Healthy School Meals for All (HSMA), Jeffco Public Schools is pleased to offer healthy meals at no cost, to all students in the 2023-24 school year, regardless of income. Students in all grades are able to receive breakfast and lunch at no
charge; however, families are still encouraged to complete a HSMA Combination Form ([www.schoolcafe.com](http://www.schoolcafe.com)) because they may be eligible for other benefits as well. Families are encouraged to submit forms online at www.SchoolCafe.com, as this allows for the fastest processing and notification to families. Paper applications are available upon request from the Free & Reduced Specialist. For assistance with this process, please contact: Jeffco Food & Nutrition Services Free & Reduced Specialist: 303-982-6916 or FreeandReduced@jeffco.k12.co.us

Snack money may be added via the School Cafe website or given to the cafeteria manager. The school will not be responsible for lost money. Children may bring sack lunches. Please mark your child’s name on lunch sacks or on the outside of lunch boxes so confusion is minimized. Milk is provided with the hot lunch or is available for those bringing their lunch. The price for milk is $.95. Breakfast will be served beginning at 7:25 am. Courteous behavior and good table manners are expected by all who eat at school. We request that students do not bring pop or candy to school or in their lunches. A healthy snack is always welcome.

- Breakfast $5.00
- Lunch $5.00
- Adult A la Carte $5.00 (No beverage)

**FREE AND REDUCED LUNCH FORMS**
If your child(ren) were on the Free and Reduced Meal Program on the last day of the 2022-2023 school year, that status (free or reduced) will be carried over until September or until a new application is processed. Please reapply to ensure your child will not be dropped from the program. Applications are available on the CHE website via the School Cafe Link, please remember that although meals are free, fees will not be waived until you fill out the application and are approved.

**Getting Involved at CHE**
At Columbine Hills we believe in students, teachers, and parents partnering together to ensure all students are challenged and reach their greatest potential to attain high academic achievement and appropriate social/emotional development. Along with supporting your child’s academics, there are many ways to get involved and support CHE.

*Parent Teacher Association* (PTA) The Columbine Hills PTA sponsors a number of activities during the year such as: Back to School Night, Spring Fling, Movie Nights, Grants for Education, Race to Read, Box tops for Education, and Science
Fair. PTA hosts a fundraiser each year and supports the Columbine Hills students and staff through purchasing additional instructional material/supplies and other items and programs. [CHE PTA Website]

School Accountability Committee (SAC) Columbine Hills values community involvement in our school. Active parent engagement helps to ensure the unique needs of our school's community are being met. The school-level accountability committee serves in an advisory role to the school principal. The school's principal is ultimately responsible for ensuring compliance with all Federal, State and District requirements and meeting the academic performance expectations defined by Jeffco Public Schools.

**WATCH D.O.G.S. (Dads of Great Students)** WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each school year. During the day, WatchDOGS may read and work with students, eat lunch with students, watch school entrances and hallways, assist with traffic flow and other assigned activities where they will actively engage with not only their own child, but other students as well. Please visit the program website at [www.fathers.com/watchdogs](http://www.fathers.com/watchdogs).

There are two primary goals of the WATCH D.O.G.S. program.

1. To provide positive male role models for the students, demonstrating by their presence that education is important.
2. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

**Volunteers**- Columbine Hills welcomes the many parents and community members that volunteer to help in the classroom and LMC. If you are interested in helping in the school, please contact your child’s teacher or call the main office at 303-982-5540. Volunteers will need to complete a community volunteer confidentiality form.

**Homework Policy**

**Homework Philosophy Statement:**
Columbine Hills believes that homework supports and reinforces classroom learning and builds a strong family-school partnership by communicating classroom strategies and skills. Homework provides the opportunity for students to practice skills at their level, apply learning and build confidence in their skills from the classroom. We ask that families support their child by establishing a homework routine with a quiet working space. We also ask families to help
support student success by completing and returning the homework or special projects assigned by their teacher creating a positive learning experience and partnership for all.

**Homework Expectations:**
Students will engage in an average number of minutes of homework each night based on their grade level recommendations. More specific expectations for homework will be communicated by teachers throughout the year.

K- 10 minutes per night  
1- 10-15 minutes per night  
2- 20 minutes per night  
3- 30 minutes per night  
4- 40 minutes per night  
5- 50 minutes per night  
**If your child does not finish their homework in the estimated allotted time, please have them stop working for the night and communicate with your child’s teacher to problem-solve.**

**Special projects:** Throughout the year grade levels may assign special projects that support grade level standards and learning.

**Library Media Center (LMC)**
Each student may check out two books at a time from the library. Books are due two weeks from the checkout date. Students may ask for permission to check out more than two books for AR, special research or science projects. Overdue notices are run periodically and sent home with students. Students’ library privileges could be restricted until overdue books are returned or fee has been paid. Lost or damaged books must be paid for so that new copies can be ordered.

At the beginning of each school year, students receive instructions on using library materials responsibly. All students learn that when they check out books, they are responsible for the books until they are returned. You can help your student by doing the following at home:

- Make sure he/she has a safe place to keep library books.
- Remind him/her not to snack while reading the books and to wash hands before handling the books.
- Never write or mark in books.
- Give your child a plastic grocery bag to carry the books in (inside his/her backpack) to avoid spills on the books and to protect them from rain/snow.
**Technology**

Internet and related electronic instructional resources are used at Columbine Hills Elementary to support student learning. The use of these resources are for educational purposes only when on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by Jeffco Public Schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. Teachers and school administration determine the use of the Jeffco Instructional Network based on educational goals of the school and classroom, and may determine to limit access. Students are encouraged to use the network to do homework, class-related research, and class work when appropriate. Students should not use this network for music, gaming, or non-educational video streaming. In compliance with the Child Information Protection Act (CIPA) requirements, this network will be monitored. Misuse of technology can result in disciplinary action and/or loss of use.

**CELL PHONES**

Students are not allowed to use their cell phone during the school day. Cell phones must remain off and be in your child’s backpack during school hours. If a student’s cell phone is not shut off and disrupts the classroom, the teacher will confiscate the phone and return it to the student at the end of the day with a warning. A second offense will result in the phone being held in the office until a parent can come pick it up.

**Infinite Campus**

Please make sure that you update any changes to your contact information (telephone numbers, home address, cell phone numbers, emergency contacts and email addresses) throughout the year in infinite campus. This is for you to stay informed and for the protection of your child in case of an emergency. If your child goes to daycare, we need to have the name of the daycare and contact numbers. Please keep this information current so that the school can act appropriately in an emergency.

*To ensure safety, in the rare instance that a parent cannot be contacted, the Jefferson County Sheriff’s Department may be asked to help.*

*If you have forgotten your username or password, please go to the Parent Portal at the bottom right of the CHE website and then go to Password Assistant Manager (PAM). Call the office with any questions.*
PARENT VISITATION/SECURITY

In a continuing effort to provide a safe environment for our students and staff, all doors will remain locked during the academic day. Security cameras are located inside and outside of the building. The front entrance door is equipped with a security camera and doorbell system. **All visitors need to request admittance via the front entrance.**

Upon entering Columbine Hills, visitors will be asked to present a valid state-issued ID, which will be checked through our Raptor System, a national sex offender database to ensure that registered sexual offenders are not entering our buildings. We will only record the visitor's name, date of birth and photo for comparison with the national database. We will not share any information on the ID with any other agency or authority.

To minimize classroom disruptions, please make prior arrangements to volunteer in the classroom. If you need to bring items to your child during the school day, we ask that you leave them in the office and we will see that your child receives them.

SCHOOL CLOSURE OR 2-HOUR DELAY

If any of the schools in Jefferson County are to be closed due to storm or road conditions, that information will be broadcast over most of the local TV and radio stations. Parents will receive a phone call and/or email from Jeffco regarding the closure of any schools. Parents may also call the school district’s information hotline, 303-982-6600, which will announce when schools are closed due to weather.

In the event of questionable weather involving severe ice, deep snow or poor visibility, school district administrators follow a clearly defined procedure for making the decision to close schools. A network of agencies and individuals are contacted regarding road conditions in various areas of Jefferson County. It is advisable for each family to have a predetermined plan that children can follow should it be necessary for school to be dismissed early for emergency reasons. **Keep in mind that we are Jefferson County Schools NOT Littleton.**
Columbine Hills Elementary and Preschool
2-Hour Delay Schedule

Jeffco has developed a 2-hour delay schedule. This will only be used during extreme circumstances of inclement weather. Families will be notified by 5:30am if the district has implemented a 2-hour delay.

<table>
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<tr>
<th>Program...</th>
<th>Expect...</th>
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<tbody>
<tr>
<td>Kindergarten through 5th grade</td>
<td>● Begins at 9:45am</td>
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<tr>
<td></td>
<td>● Dismissal will be at 2:35pm</td>
</tr>
<tr>
<td>Preschool (full day)</td>
<td>● Begins at 10:00am</td>
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<tr>
<td></td>
<td>● Dismissal will be at 2:30pm</td>
</tr>
<tr>
<td>Foothills Before &amp; After School Program</td>
<td>● Opens at 8:45am</td>
</tr>
<tr>
<td></td>
<td>● Closes 6:00pm</td>
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<tr>
<td>Breakfast Program</td>
<td>● Columbine Hills will have grab &amp; go options for students who participate in the breakfast program.</td>
</tr>
<tr>
<td>Buses</td>
<td>● Buses will run 2 hours later than your regular pick-up time.</td>
</tr>
<tr>
<td></td>
<td>● Preschool pm buses normal pick up times.</td>
</tr>
<tr>
<td>Tardies &amp; Absences</td>
<td>● Will be excused if the family notifies the school.</td>
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<tr>
<td></td>
<td>● Missed work should be provided and accepted under the same policy as applies to regular absences</td>
</tr>
</tbody>
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INCLEMENT WEATHER
If we are experiencing bad weather (heavy rain, snow, high winds, etc.) students will be able to stand in the entryway of the building before school. Please remember that students are not to be on school property until 7:30 am.

We will attempt to send all children outside except on the very coldest, wettest days, when the temperature and/or wind chill factor is 20 degrees or below. A breath of fresh air does wonders for wiggles.

LEAVING COLUMBINE HILLS
If children are transferring to another school during the school year, withdrawal procedures must be completed by a parent or legal guardian with the school office. Please notify the office at least one week before the date of withdrawal.
HAZARDOUS OBJECTS, TOYS, AND GADGETS FROM HOME
Do not permit your child to bring hazardous objects or toys such as a gun, knife, dart, bullet, arrow caps, matches, firecrackers, etc., to school. The safety and welfare of our students is first and foremost. Possession of dangerous items on school grounds could result in suspension and/or expulsion. Students are not allowed to bring toys, card collections, or electronic games.

BICYCLES /SKATEBOARDS/ROLLER BLADES
Children may ride their bicycles to and from school with the consent of their parents. We encourage kindergarten, 1st and 2nd grade students to be accompanied (walking, biking, alongside students) by a parent when riding their bike to school.

It is recommended that ALL students wear helmets for their own safety when riding their bikes to school. Bike riders are reminded that they should observe regular traffic rules, never ride “double,” and ride in a straight line on the correct side of the street. Students are expected to walk bicycles, skateboards, roller blades and scooters on the school grounds. Park bicycles in the designated area only. A locked bicycle pad is provided on the west side of the school. We strongly encourage students to bring individual locks for their bicycles. Bicycles, skateboards, roller blades and scooters are brought to school at your own risk.

The school has no insurance coverage if they are lost, stolen or broken.
Motorized or electric scooters/vehicles are not allowed on school grounds.
Heely’s (shoes with wheels) are not allowed at school. Poor safety practices may result in removal of bike riding privileges.

PET POLICY ON SCHOOL GROUNDS
Our “No Paws” policy at school is between 7:00am -6:00pm. Pets are not allowed on school grounds when students are on campus due to allergies and the unpredictability of animals. Signs are posted on the edges of our campus. We appreciate your help in keeping our students safe.

BIRTHDAYS
Columbine Hills is a healthy school and follows Jeffco’s Healthy Schools policy Healthy Schools policy. The district’s policy states that students should only be recognized with non-food celebrations. The school will be recognizing each student on their birthday through the daily announcements and with a birthday gift. If you wish to celebrate your child’s birthday, only non-edible treats such as bookmarks, pencils or stickers to share with your child's class are allowed.
**CLASS PARTIES**

Each homeroom will ask for a volunteer to arrange for parties. No monies will be collected or reimbursed by the financial secretary. Parent volunteers will communicate through the teacher to coordinate and arrange what items may be needed for the class parties at Halloween and Valentine’s Day. Classroom parties will follow the Healthy Schools parameters for refreshments to ensure that children have equitable treats. Teachers will be aware of food allergies which may impact the treats, and will communicate restrictions to parents.

**BEFORE & AFTER SCHOOL PROGRAM**

Columbine Hills partners with Foothills Park and Recreation to provide an onsite before and after school care program. For registration and more information about fees and programing, please visit the Foothills Before & After Care Program site: [https://www.ifoothills.org/school-care-camps/#before-after-school](https://www.ifoothills.org/school-care-camps/#before-after-school).

**NOTICE OF NONDISCRIMINATION**

The district is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. Consequently, it is district policy that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, intimidation, or harassment under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability. Sexual orientation is a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual’s sexual orientation.

Avoiding unlawful discrimination requires the collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the district will assist management, staff, and students to implement the district’s good faith intent not to discriminate in the district’s employment and educational opportunities.

Student ADA and Section 504 Compliance Officer, Special Education Officer Director 1829 Denver West Drive, Building 27 P.O. Box 4001 Golden, Colorado 80401-0001 Phone: (303) 982-7268

Title IX/Employee ADA, Section 504 and EEO Compliance Officer Chief Legal Counsel, Employee Relations 1829 Denver West Drive, Building 27 P.O. Box 4001 Golden, Colorado 80401-0001 Phone: (303) 982-6544