

Walnut Hills Elementary

Every Child, Every Day



Student/Parent Handbook

2023-2024

Walnut Hills Community Elementary

8195 East Costilla Blvd.

Centennial, CO 80112

Main Line 720-554-3800

Attendance Line 720-554-3895

<http://walnuthills.cherrycreekschools.org>



WALNUT HILLS ELEMENTARY

Every Child, Every Day!

Welcome to Walnut Hills Community Elementary, a caring community of confident learners and courageous leaders. We are on a mission to partner with our community and empower ALL children to be inspired, confident, and happy in a safe and inclusive environment. Walnut Hills values our community's diversity, and we welcome, love, and serve all children with the highest expectations for learning and growth both academically and socially. We believe in making all decisions based on what is BEST for kids!

I can do things you cannot, you can do things I cannot and together we can do great things. - Mother Theresa

Walnut Hills is committed to educating EVERY CHILD, EVERY DAY. We provide ALL children with the optimum-learning environment where they can thrive as learners and leaders. Our goal is to prepare our students for middle school, high school, and the many pathways beyond. We are always excited to see our learners and leaders fostering their big dreams in our state-of-the-art innovation space, extending their learning by participating in after school clubs, leading school events, and engaging in community service.

*"The greatest thing you can give a child is confidence."
- Gail Porter*

We are committed to building confident 21st Century learners who are upstanders, critical thinkers, problem solvers, creators, and collaborators. We achieve this by teaching the Colorado Academic Standards in the core subjects of reading, writing, math, science and social studies and engaging every child in grade level, focused, meaningful instruction. Additionally, all students participate in integrated arts courses to include music, visual arts, physical education, and S.T.E.A.M. Each grade level has clearly defined expectations for students that meet or exceed the state academic standards.

*It's not about smart children. It's about HAPPY children who have the confidence & courage to learn and pursue things dear to their heart.
- Alexandra Eiden*

We ensure that ALL children feel valued, seen, and heard in our community so that they have the courage to be leaders and pursue their pathways of purpose. At the start of each school day at Walnut Hills, students interact with one another in community circles to cultivate relationships and social consciousness as a classroom community. Using a growth mindset, we develop our skills in self-awareness, self-regulation, responsible decision making, and above all...KINDNESS.

Thank you for being a part of our incredible school community. Come by and visit anytime...our doors are always open!



Mission Statement

In partnership with our community, we empower ALL students through academic excellence and innovation to be inspired, confident, and happy in a safe and inclusive learning environment.

Our Vision

We are committed to...

1. Increasing student achievement for ALL
2. Creating 21st century learners through innovation
3. Cultivating social consciousness through community circles and restorative practices
4. Inspiring students to be risk-takers, problem solvers, and critical thinkers through perseverance and grit
5. Collaborating school-wide in professional learning communities



Confident Learners

"The greatest thing you can give a child is confidence."

- Gail Porter

- Have a Growth Mindset
- Believe You Can
- Persevere
- Use Your Strengths
- Do Your Personal Best

Caring Community

I can do things you cannot, you can do things I cannot; together we can do great things.

- Mother Theresa

- Be Kind to Yourself
- Be Kind to Others
- Be Kind to Walnut Hills

Courageous Leaders

It's not about smart children. It's about HAPPY children who have the confidence & courage to learn and pursue things dear to their heart.

- Alexandra Eiden

- Critical thinkers
- Problem solvers
- Risk-takers
- Creators

Our Core Values



Growth Mindset

- We believe in developing our abilities through hard work and dedication to continuous improvement.
- To do this, we must model as a district the power of growth and evolution; from classrooms to cafeterias to central administration -- we are all learners.

Equity

- We recognize that based on factors including but not limited to race, disability, gender, geography and socio-economic status, students might not receive equitable educational opportunities. It is our role to break down these barriers to provide fair access to all.
- We believe in providing all students with the support and opportunity they need to forge their pathway of purpose.
- We must incorporate equity into every part of our district to create meaningful, positive change.

Whole Wellbeing

- We believe in ensuring that our students, teachers, and staff are healthy, safe, engaged, supported and challenged so that they can thrive in school and in life.
- To do this, we must focus on our constituents' mental, physical, emotional and social needs.

Engagement

- We believe in encouraging curiosity and investment in learning so that students feel seen and valued.
- To do this, we must redesign how we encourage and measure student engagement.

Relationships

- We believe in the power of relationships in helping students and staff grow and thrive.
- To do this, we will build and nurture meaningful relationships throughout our school community that let us trust, empathize and belong.

Quick Reference Information

Phone Numbers:

Main Line	720-554-3800
FAX	720-554-3888
Attendance Line	720-554-3895
Clinic Office	720-554-3807
Before & After Care	720-554-3821
CCSD Weather Hotline	720-554-4701

Hours:

Office Hours	7:15 am to 4:00 pm
School Day	8:00 am to 2:45 pm MTHF
School Day	8:00 am to 1:45 pm WED.
Doors Open	7:45 Soft Start
First bell	7:55 am
Tardy bell	8:00 am
Before Care	6:30 am to 8:00 am
After Care	2:45 pm to 6:00 pm

STORM DELAY AND STORM CLOSURES:

Please call the weather hotline or visit the district website www.cherrycreekschools.org.

WHEN OUR SCHOOL IS ON STORM DELAY:

- Walnut Hills will start at 9:00 am and dismiss at 2:45 pm. (Do not bring your child until after 8:45 am)
- On storm delay days, ALL before school activities, field trips, and special school events will be cancelled.
- Cougar Club (Before School) will be open at 6:30 a.m. for students signed up for the program.

WHEN A SCHOOL IS CLOSED:

- Before and After School Day Care Programs at the closed schools will be canceled and closed.
- All activities scheduled in District facilities are canceled.
- If schools are closed due to severe weather, the school district may extend the school year to make up for the missed days.

Information is also available on our District website at www.cherrycreekschools.org.

Emergency Procedures: In the event of a weather emergency during the school day, please remember that our concern is the safety of the children. Children may be held after school if the weather is threatening.

We will use the Standard Response Protocol (SRP) in response to emergencies. Please see the SRP located at the back of the handout.

2023-2024SY

Cherry Creek School District Calendar

Adopted by the
Board of Education
December 13, 2021
Revised – March 1, 2023

Cherry Creek School District 2023-2024 School Year Calendar ALL SCHOOLS

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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30	31																										

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
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MARCH							APRIL							MAY							JUNE						
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31																			30								

<ul style="list-style-type: none"> ■ No School for Students and Staff ■ School Starts ■ Last day of School 	<p>Days marked with colors below are non-pupil contact days:</p> <ul style="list-style-type: none"> Teacher Work Days Prior to Start of School K-12 Non-contact K-8 Non-contact/conferences 	<p>If for any reason the school district must close schools for more than two days, this 2023-2024 calendar will be amended by the Board of Education to provide additional school days.</p>
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SAVE THE DATES 23-24SY

*In parentheses below the month, you will see our
"Monthly Themes for Social-Emotional Learning"*

August "Caring Community"		
August	Aug.10 th	PTCO Fundraiser 10a-8p @ Candeeland Kids
	Aug.10 th	Kindergarten 1:1 Screening Sessions (a.m./p.m.)
	Aug.10 th @ 9a	Welcome Letter <i>(from classroom teacher)</i>
	Aug.10 th	Meet & Greet 4p-6p @ Walnut Hills
	Aug.10 th	PTCO Back to School Bash 6p-7p @ Candeeland Kids
	Aug.11 th	Kindergarten 1:1 Screening Sessions (a.m.)
	Aug.11 th - 31 st	Family Connection Meetings <i>(in person or virtual)</i>
	Aug.14 th	1st day of school for 3rd, 4th, 5th graders ONLY
	Aug.15 th	1st day of school for 1st and 2nd graders ONLY
	Aug.16 th	1st day of school for Pre-K and Kindergarten
	Aug.16 th	ALL GRADES ATTEND PK-5th-EARLY RELEASE @ 1:45p
	Aug.22 nd	P.A.S.S Meeting- Multicultural Night Planning
	Aug.31 st	Back to School Night
September "Growth Mindset"		
September	Sept.4 th	No School- Labor Day
	Sept.20 th	Picture Day
	Sept.25 th - 27 th	5 th grade Camp Cheley Field Trip
	Sept.22 nd	Non-Contact Day- No SCHOOL
October "Showing Courage"		
October	Oct.6 th	Multicultural Night
	Oct.16 th -20 th	Fall Break
	Oct. 27 th	3C Awards Assembly
	Oct. 27 th	Report Cards (sent home electronically via document delivery)

November "Gratitude"		
November	Nov. 3 rd	Non-Contact Day- NO SCHOOL
	Nov. 6 th -10 th	Scholastic Book Fair
	Nov. 8 th	Picture Re-takes
	Nov. 9 th	Veterans Day Breakfast Celebration
	Nov. 20 th	LAUNCH Day (grade level presentation schedule TBD)
	Nov. 20 th	Grandparent's Day
	Nov. 22 nd	Non-contact day
	Nov. 23 rd -24 th	Thanksgiving Break
December "Generosity"		
December	Dec. 25 th - Jan. 5 th	Winter Break Dec. 25 th -Jan. 5 th
January "Perseverance"		
January	Jan. 8 th	Non-Contact Day- NO SCHOOL
	Jan. 15 th	NO SCHOOL-Dr. Martin Luther King, Jr. Day
February "Kindness"		
February	Feb. 14 th	Valentine's Day Party/Community Service Project
	Feb. 19 th	No School - Presidents Day
	Feb. 20 th	Non-Contact Day
March "Empathy & Inclusion"		
March	Mar. 1 st	3C Awards Assembly
	Mar. 1 st	Report Cards (sent home electronically via document delivery)
	Mar. 4 th – 7 th	Conferences
	Mar. 5 th	Spring Pictures/Class Photos
	Mar. 8 th	Non-Contact Day
	Mar. 18 th -22 nd	Spring Break

April “Confidence”		
April	Apr. 15 th -19 th	Volunteer Appreciation Week
	Apr. 18 th	Volunteer Appreciation Tea
May “Integrity”		
May	May 1 st	Field Day
	May 3 rd	Non-Contact Day
	May 7 th	Teacher Appreciation Day
	May 23 rd	5 th Grade Continuation
	May 24 th	**Last Day of School** Report Cards (sent home electronically via document delivery)

Student Attendance

Daily attendance is one of the most important components of success in school. Even if assignments are made up later, a child who has been absent or tardy has missed the interaction and instruction that occurs in the classroom. Students should only be absent from school in cases of illness, religious observances, or emergencies.

Absences

When your child must be absent, please call the attendance line (720-554-3895) and leave your name, the student's name, grade and teacher and the reason for absence.

If we do not receive a phone call by 8:30a, here is the timeline for our process:

- ***8:10-Attendance completed by teacher.***
- ***8:15-Registrar, Liz Tullos, begins to call families of students who are unexcused.***
- ***8:30-Powerschool pulls data and sends it to auto attendance messaging.***
- ***8:45-Automated calls go out to contacts of the absent students. This process of pulling attendance data from PowerSchool and sending it to the automated phone system should take around 15 minutes. This will take place from 8:30 – 8:45.***
- ***8:45-Parents calling school to excuse their child's absence.***

When a family knows a child will be absent it is important to notify the school office and contact the child's teacher to discuss ways to minimize the effects of missed instruction. Determination of an absence as excused or unexcused will be based upon the criteria stated in School Board Policy JH.

"Habitually Truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or ten days of unexcused absences during any school year. A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When possible, the child's parent, guardian or legal custodian will be expected to participate with district personnel during the development of the plan unless extenuating circumstances prevent their participation. Parents of all students shall be notified in writing at the beginning of the school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the day.

School Arrival

Learning begins promptly at 8:00 am.

Students are allowed to enter the building to go to their classrooms starting at 7:45. This provides time for students to have a healthy start to the school day and allows learning to begin right at 8:00a. Supervision begins at 7:45 a.m. - students should not arrive at school before 7:45 am (unless attending Cougar Club, breakfast, a supervised activity, or supervised by a parent/guardian).

Students are expected to go straight home after school unless they are supervised by a parent/guardian or staying after school to attend a school sponsored club or activity.

Parents are responsible for making plans for supervision after school. Please designate an OUTSIDE meeting location near your child's grade level exit. Students will remain in line near their teacher until pick-up. After 2:55 pm (1:55 on Wednesdays) all children who have not been picked up will be sent to the office, and parents will be notified.

School Dismissal

School dismisses at 2:45 pm on Mondays, Tuesday, Thursdays, and Fridays.

School dismisses at 1:45pm on Wednesdays.

Student Messages

Please make every possible attempt to make arrangements for after-school pick-up prior to the school day. We realize emergencies come up, and we will do our best to deliver "change of plan messages."

Early Dismissal

As a general policy children should not leave school during school hours. We recognize that scheduling a doctor's or dental appointment during the school day is sometimes necessary. In such cases, a note should be sent to the child's teacher in advance, and a parent/guardian (or emergency contact) must come to the office to sign the child out of school. Children will not be called to the office until a parent arrives to sign out the child.

Tardiness

Any student arriving at school after 8:00 am should sign in at the school office before joining their class and will be considered tardy. In conjunction with School Board Policy JHB, tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted

learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

Please ensure your child (or children) arrives to school on time. More than ten tardies in any given year is considered excessive. If a student has an excessive number of tardies, a plan will be written to ensure the student is on time to school. Further tardies may result in a referral to the district attendance review board.

Before and After School Program

Walnut Hills offers a before and after school childcare program. Cougar Club is offered before school, from 6:30 to 8:00 am, and after school from 2:45 to 6:00 pm. Additionally, care is offered on most days with no school from 6:30 am to 6:00 pm. Our program is self-supporting and run by Cherry Creek School District Extended Childcare Services (ECS). The staff selected to run this program must meet district and state qualifications.

Cougar Club Program Goals and Philosophy

1. To provide quality childcare and enrichment programs that are safe, affordable, and convenient.
2. To assist children in their physical, intellectual, social, emotional, and creative growth.
3. To provide children with positive interactions and opportunities to establish relationships with peers and adults.
4. To involve children and parents in continuous program development and improvement.
5. To provide qualified, caring staff members who participate in regular training and education.

Ages Accepted

Our program is open to students in grades K-5, or ages 5-12 years. Children may not attend before they are enrolled in CCSD kindergarten. All participants must be age 5 by October 1 of the current school year. ECS programs do not accept early entrance kindergarteners or children once they have started 6th grade.

2023-2024 Before and After School Program Rates

Families who register on or before the 25th of the month prior to care are eligible for the registration rates listed below. There are no refunds or credits for sessions missed. After the 25th of the month, sessions can be added at any time on [SchoolCare Works](#) up until 10:00 pm the night before with an additional fee of \$.50 per session per child.

- Before School Care: \$9.50 Daily
- After School Care: \$18.50 Daily

There is a \$.50 discount per session for registering for care by the 25th for next month's care.

There is a \$2.00 discount Afterschool session when registering for and picking up by 4:30pm.

There is a 10% sibling discount.

There is a 25% discount for families who qualify for free/reduced meals in CCSD.

Our programs accept **CCCAP (Colorado Childcare Assistance Program)**

<https://www.cherrycreekschools.org/Page/2715>

Late registration is permitted only if space is available. The session is full if the session box is missing from the scheduling calendar on School Care Works. Registration cut-off for using the School Care Works Family Portal is 10:00 pm for the following day. Only in an emergency, same day registration is permitted if space is available. Parents must speak directly with the program director before 2:00 pm. ECS programs can no longer accept same day registration after 2:00 pm.

Programs Offered:

- **Before School Program:** 6:30-8:00 am, Monday-Friday on regular school days.
- **After School Program:** 2:45 pm – 6:00 pm, Monday-Friday on regular school days
- **Full Day Program:** 6:30 am – 6:00 pm, when regular school is not in session

Admission and Enrollment

All children must be fully enrolled in school before attending any ECS program. To enroll, parents or guardians must verify and complete enrollment information on School Care Works. Once completed, it is submitted for approval at the enrolling school.

Annually, parents will update information prior to entering the new school year. Changes that occur during the school year are updated through the portal at my.cherrycreekschools.org. An annual \$10.00 non-refundable registration fee per child is required with enrollment with a maximum fee of \$15.00 per family.

To continue registration, all previous balances must be paid in full with a \$0 balance. If transferring to another Cherry Creek School District ECS program, account must be paid in full at the previous school before enrolling with the new ECS program.

For additional information, please contact:

- **Cougar Club Director:** Amanda Harkey
- **Phone:** 720-554-3821
- **Email:** aharkey@cherrycreekschools.org

- **Cougar Club Asst. Director:** Zach Hueser
- **Email:** zhueser@cherrycreekschools.org
- **Website:** <https://sites.google.com/a/cherrycreekschools.org/cougarclub/>

School Meals

Breakfast is served in the cafeteria from 7:30-8:00a M-F. Students may enter through the main entrance at door #1 for breakfast. Juice, milk, cereal, toast, sweet rolls, etc., are available and breakfast is free for all students starting this school year.

Student complete Breakfast- no charge

Adult breakfast can be purchased at a la carte prices.

Additional breakfast items can be purchased at a la carte prices.

A complete meal is 3 items with one item being fruit or fruit juice.

Lunch is served from 10:20a-1:25p by grade level. Lunch choices are offered daily ranging from a hot meal to yogurt and lunch is free for all students starting this school year. A la carte items are available for purchase for those who wish to bring their own lunches or want to purchase a snack, milk, or juice.

Student complete lunch- no charge

Second student meal- \$4.50

Adult meal (milk not included) -\$4.50

Milk- \$1.00

All snacks and drinks have a la carte prices

Additional lunch items can be purchased at a la carte prices.

A complete lunch is 3-5 choices from the food groups below:

- *Meat/meat alternate*
- *Grains*
- *Vegetables*
- *Fruits*
- *Milk-Optional but not required.*

Parents are welcome to join their children for lunch any time! When you arrive, sign in at the main office, wear a visitor's badge and meet your child at the cafeteria.

	Breakfast	Lunch
Elementary Students	Free	Free
Adult Lunch	A la carte pricing	\$4.05
Milk only	\$1.00	\$1.00

Cash or checks, payable to *Cherry Creek Schools Food & Nutrition Services*, may be sent to the cafeteria to enter in their lunch account. Please write your child's name in the memo line of your check so the funds are placed in the correct account.

Please do not bundle payments for other services (i.e., Cougar Club with lunch account). Separate checks are needed.

Credit Card payments may also be made through the Food & Nutrition Services website you can access off the link on the Walnut Hills website. Children will be advised when they have used their last lunch credit.

School Clinic

Jamie Simenson R.N.
Open Position, Health Liaison

Clinic 720-554-3807
 Fax 720-554-3888

Walnut Hills has a full-time nurse available in the clinic during school hours. Please keep the nurse informed of your child's health needs and let them know of any changes throughout the school year.

Medical information is filled out online as a part of the check-in process at the beginning of the school year. The information entered will be used if your student becomes ill or if an accident occurs at school. For this reason, the information must be accurate and current.

Illness

CDPHE Infectious Disease Guidelines:

We understand the challenges that come with making an informed decision about whether to send students to school when they are exhibiting signs of illness. Here are some guidelines from CDPHE. Additionally, feel free to tap into our school nurse's expertise to

support you with your decision making as parents/guardians. We all want what's best for students. This list below consists of guidelines (not policy).

Cough	Exclusion is recommended if the student is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing or vomiting after coughing.
Diarrhea (defined as stools that are more frequent and looser than usual)	Exclusion is recommended (for at least 24 hours after the last episode of diarrhea) if any of the following conditions apply: the student has other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in a toilet, there is blood or mucous in the stool, or the student is in diapers.
Earache	No exclusion is necessary.
Fever (defined as a body temperature from any site over 101°F for infants and children older than 2 months)	No exclusion is necessary, unless the student has symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
Headache	No exclusion is necessary, unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, or behavior change.
Jaundice or unusual color of the skin, eyes, stool, or urine	Exclusion is recommended until a medical exam indicates the student does not have hepatitis A.
Mouth sores	Exclusion is recommended if the student is drooling uncontrollably.
Rash	Exclusion is recommended if the student has symptoms in addition to the rash, such as behavior change, fever, joint pain, or bruising not associated with injury, or if the rash is oozing or causes open wounds. Find additional information on rashes later in this document.
Pink Eye	Students do not need to be excluded for pink eye unless the student meets other exclusion criteria, such as fever or behavioral changes.
Stomach-ache/ abdominal pain	Exclusion is recommended if the pain is severe, if the pain appears after an injury, or if the student had symptoms in addition to the stomachache (such as vomiting, fever, diarrhea, jaundice, etc.).
Strep Throat	Exclude symptomatic students (and staff in childcare centers and schools) with strep throat until 12 until 12 hours after the first dose of antibiotic treatment.

Swollen glands (properly called swollen lymph nodes)	Exclusion is recommended if the student has symptoms in addition to the swollen glands, such as difficulty breathing or swallowing, fever, etc.
Vomiting	Exclusion is recommended (for at least 24 hours after the last episode of vomiting) if the child has vomited more than two times in 24 hours, if the vomit appears bloody, if the student has a recent head injury, or if the child has symptoms in addition to the vomiting (such as fever, diarrhea, etc.).

Illness at School

Children may stay in the clinic until the parent/guardian arrives. Please keep your emergency information updated so we can contact you as soon as possible if your child is sick or injured.

Medication

Medication cannot be taken at school unless given by the nurse or nurse designee. Medication will not be accepted unless the district approved permission forms are complete and the medication is in the original container. The permission forms for prescriptive medication are available on the CCSD Website or in the clinic. The permission forms for over-the-counter medications are available at my.cherrycreekschools.org. Parents may come to school at any time to medicate their own children without permission forms; however, they must access their children by way of the main office.

Hand Washing

Hand washing is the first line of defense against the spread of many illnesses. Please encourage your children to wash their hands frequently, especially before and after meals.

Student Support Services

English Language Support

English Language Support is a program designed to help students whose first language is not English. Students are assessed at the beginning of the year and placed in the ELS program according to their needs. We use a co-teaching approach to increase the English listening, speaking, reading, and writing skills of the students. Children are reassessed throughout the year to see the progress they are making.

Special Education Services

Students learn best when provided with a safe and secure environment where they have a good balance of challenge and support. We are committed to meeting the needs of diverse learners at Walnut Hills Elementary. It is our goal to educate students in the least restrictive environment while challenging them by setting high expectations of student success, presenting engaging learning activities, and promoting opportunities to foster self-determination skills.

Our special education team includes 2 Learning Disabilities Specialists, a Speech-Language Pathologist, School Psychologist, School Social Worker, Occupational Therapist, and School Nurse. The team is available to assist teachers in making classroom modifications and accommodations, providing teaching strategies, and suggesting classroom management approaches.

Our support also includes providing fair evaluations, transition services, and standards-based goals to help students learn and grow to their potential. We strive to aid students in developing the skills and abilities that will allow them to flourish in any situation whether in school, work, or the surrounding community.

Family Engagement Opportunities

Walnut Hills has a long tradition of parental support and involvement. As educators we believe that children learn best when parents take an active interest in their child's education.

School Accountability Advisory Committee

The Accountability Advisory Committee consists of teachers, the principal, and parents/guardians. The function of this committee is to act as an advisory group for the school's Unified Improvement Plan, budget, systems, and other school functions. Other topics of interest to the committee are also discussed. The committee meets quarterly. The committee is a great way for parents to become involved at Walnut Hills.



Walnut Hills PTCO

The Parent Teacher Community Organization is an important and active part of the school community and supports the school through various activities. Our fund-raising activities earn the money needed to supply materials for classroom use, funds for supplemental programs, and TA staffing. Our hospitality representatives support the staff with food during conferences and various other times throughout the year. It is our goal to distribute grant requests to teachers and staff twice a year.

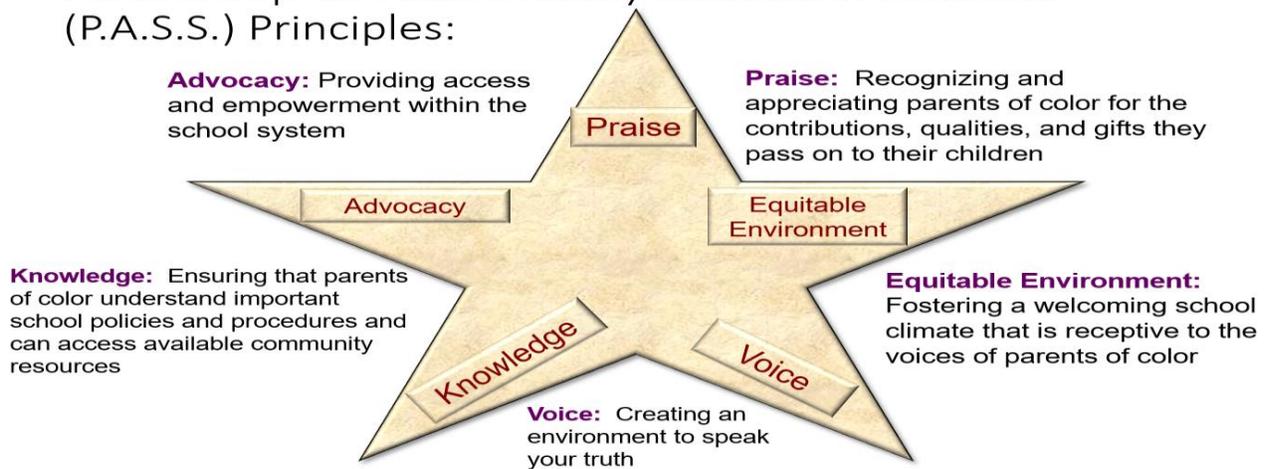
Meetings are held on the second Tuesday of the month at 6:00 pm in the library. All families are welcome to attend.



Partnerships for Academically Successful Students (P.A.S.S)

Partnerships for Academically Successful Students (P.A.S.S) is a team of school and family leaders that supports the district's goal of Inclusive Excellence. P.A.S.S provides access to resources and information while fostering the intentional building of relationships between the school and parent communities to create an inclusive learning environment for ALL students.

Partnership for Academically Successful Students (P.A.S.S.) Principles:



Singleton, Glenn (2013). More courageous conversations about race. Thousand Oaks, CA: Corwin.

Paw Prints-Newsletter

Paw Prints is the official school-home communication bulletin. Paw Prints is emailed to families every Friday. The newsletter contains important dates, information, volunteer opportunities, and updates about classroom and community activities at Walnut Hills. The email addresses are pulled from the information you sign up with on my.cherrycreekschools.org at the beginning of each school year. Please contact the office if you are not receiving the newsletter.

Parent Teacher Conferences

Our school year is divided into trimesters. Formal parent/teacher conferences are scheduled after the fall and winter trimesters. However, teachers are happy to speak with parents throughout the year and will schedule additional conferences when the need arises. Please keep your child's teacher(s) aware of any concerns or questions you may have. Contact teachers by phone or email to arrange a meeting time. Dropping in before and after school is not encouraged because teachers often have meetings and are preparing for or winding up the day.

Volunteering at Walnut Hills

You can tell your children you believe education is important, but by volunteering your time at Walnut Hills you also show them. Children love to see their parents helping in the classroom and the library during the day or at special events on evenings and weekends. Volunteers are crucial to the success of many of our programs.

Volunteers are needed in many classrooms to help with academic work and with parties for the children, in the library, in the art room, with technology, organizing the Book Fair, and hosting special events. Please watch for information from our PTCO for volunteer opportunities or contact your child's teacher.

School Safety

Your child's safety is of vital importance to our school staff. Our staff undergoes safety planning and training, and our Safety Team meets at least once a month. As a result of these conversations, district guidelines, and our site-based decisions, we have instituted procedures to enhance our school's security. Our intent is to remain community friendly and as open to the public as possible. With your assistance, we can ensure that the school's focus is on learning.

Building Entry/Exit:

- Exterior doors will remain locked during the school day. Staff, students, and visitors are strictly prohibited from giving access to *anyone* seeking entry through any door other than the main entrance.

- A new safety feature is being added at the front entrance of the building. In addition to the reinforced glass, there will be a double entry system.
 - Please press the doorbell to speak to the office staff.
 - The office staff will buzz you into the building vestibule.
 - Upon entry, families and visitors will check in at the Raptor system in the vestibule, retrieve their sticker/badge, and then will be buzzed in to enter our second set of doors.
- The main entrance at door #1 will be the only public access to our building and will remain locked throughout the day. MAKE SURE ALL DOORS CLOSE BEHIND YOU, AND THAT YOU ARE NOT LETTING PEOPLE IN BEHIND YOU, EVEN IF YOU KNOW THEM.
 - **DO NOT OPEN THE SIDE DOORS FOR OTHER PARENTS- AS WE NEED TO KNOW WHO IS IN OUR BUILDING AT ALL TIMES.**
 - There is **NO** direct student supervision before 7:45 AM and AFTER 3:00PM. Please arrange an arrival time so your student is not arriving before 7:45am and to be picked up on time daily.
 - Access to the before & aftercare program (Cougar Club) will be through the cafeteria beginning at 6:30 am and again after 2:45 pm.
 - There is no supervision- prior to 7:45a.m. unless students are enrolled in Cougar Club or going to eat breakfast. There is supervision in the café for breakfast from 7:30-8:00.

Sign in, ID's and Badges:

- All school staff and district personnel will wear ID badges.
- All visitors must sign in and provide a photo ID at the main entrance to enter the school. The ID will be run through the Raptor system and visitors will be given a visitor's badge to wear for the duration of their visit.
- Students will report to the office or to a school staff member if they notice an individual in the building without a proper badge or visitor's pass.
- Individuals without a proper badge or pass will be escorted to the office.
- Children are not permitted to leave school without being signed out at the front office.
- Children will only be released to individuals authorized by parents or guardians online at my.cherrycreekschools.org.

Please note that the above regulations also apply to visitors on the playground. Children are prohibited from talking with ANYONE who is not wearing a badge. Please remember to come to the office and obtain a badge before approaching the playground during school hours.

After-hours Building Access and Procedures:

- Students who wish to retrieve materials after the school day has ended must be accompanied by a staff member or registered visitor.
- After school hours, clubs, groups, and other meetings in our building must provide access to their programs through the front door only and will dismiss as a group through the front door under the leader's supervision.
- Sponsors must ensure that doors are attended to by an adult 18 years old or older and not propped or unlocked.
- Students dismissed from these activities will be released only through the front door as parents arrive. Sponsors will remain until all children have been picked up.
- If you are dropping off children during the morning, please plan for "high traffic". It's important that as adults we model kindness and good decision making for our students.

Drop Off & Pick Up

1. Have children exit the vehicle at the curbside, closest to the school. This practice keeps the traffic flow moving safely and easily.
2. Please do not leave your vehicle running and unattended. If you need to leave your vehicle, please find a designated parking space along the streets adjoining the school.
3. For after school pick up, the parking lot will be blocked off as well. Do not use the front parking lot for pick up, but instead park along the adjoining streets at a designated meeting place you have predetermined with your child/ren.
4. Our Walnut Hills parking lot is a one-way parking lot. Please do not enter through the exit route. Please be patient, courteous and slow if you are driving in our parking lot.
5. Walnut Hills parking lot has approximately 40 marked parking spaces for cars. When full, other parking options are along Costilla Boulevard and Uinta Street. Remember to be respectful of our neighbors and do not block driveways or make U-turns in this area.

Parking

Parking can be tricky, so please plan, and keep our students, staff, and families safe by finding appropriate places to park that don't block driveways and crosswalks. The parking lot will be blocked off, however there are tons of spots available most mornings all the way down E. Costilla Blvd.

- Students may not be dropped off or picked up in the bus zone.
- Remember that the handicapped parking spaces at the front of the building are reserved for those families who have handicapped designated license plates or tags. These spaces should not be used by anyone else for any reason.

- There is no parking in the service area by the building. This area is to remain clear for service vehicles, waste management, and cafeteria delivery vehicles.

Outdoor Supervision

Walnut Hills provides outside supervision for children during recess and as children arrive at school from 7:45 am to 8:00 am. Staff supervising our playground, crosswalks, and bus stop at arrival and dismissal are in place for the safety of all our children and adults on the grounds and surrounding streets. Please follow their lead with regards to safety issues.

Bicycles, Scooters, and Skateboards

Bicycles, scooters, skates and skateboards may not be ridden or worn on school grounds. Students should dismount before crossing the street to arrive at school. Bikes and scooters should be locked in the bike rack in front of the school.

Severe of Inclement Weather at Dismissal Time

Colorado is a beautiful state with many bright, sunshiny days but on occasion the weather may become severe in a moment's notice. For the safety of all our children it may be necessary to change the afternoon dismissal because of lightning, severe rain, tornado watch/warning, or other severe weather. When the conditions are not safe for a regular dismissal the following guidelines will be put into place:

- Students who walk or ride the bus will be held in the classrooms until the severe weather has passed, at which time they will be released.
- Parents & guardians picking their children up will enter the school through the building front doors and directed to the classrooms.
- Children picked up by their parents or guardians at school will be held in the classroom until a parent or guardian signs them out with their teacher.

If time permits, this information will be sent out via the school intercom system, Blackboard Connect call, and/or added to the school marquee. It may be necessary to call an inside dismissal at a moment's notice. Parents can always call the main office if there is a question or for more information.

Arrival & Dismissal

All students are to enter the building at their grade level doors in the morning and exit through the same doors at the end of the day. Classroom teachers will let you know their class's specific meeting location for dismissal.

Bus Lane

Students may not be dropped off or picked up in the bus zone. Refrain from parking or leaving vehicles unattended in the bus lane. The bus lane must remain clear so that buses can easily enter and exit the bus lane safely.

Entrance and Exit Doors for Student Arrival and Dismissal



Safety Drills

We conduct five different safety drills throughout each school year. It's vital that students understand the importance of practicing safety precautions, listening carefully and responding to all staff requests and directives during drill and actual emergency situations.

1. Hold
2. Secure
3. Lockdown
4. Evacuate (formerly known as fire drill)
5. Shelter

Classroom teachers review all of the standard response protocols with students at the start of each school year and prior to all announced practiced drills.

We notify families prior to all Lockdown drills so that they can talk with students about the importance of locking down if there is an active threat in the building.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Secure, Lockdown, Hold, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until all clear is announced
- Do business as usual

Adults and staff are trained to:

- Recover students from the hallway
- Lock classroom door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Recover students and staff from outside building
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence

Adults and staff are trained to:

- Recover students from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems to first responders using Red Card/ Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems to first responders using Red Card/ Green Card method.



Student Discipline

Cherry Creek School District is committed to ensuring a safe learning and teaching environment for everyone. Because our academic standards are high, it's important that we keep classrooms orderly and productive so students can learn. In keeping with our mission "To inspire every student to think, to learn, to achieve, to care," we have created a code of discipline to help all of us meet these goals. Please take time to read this code and discuss it with all the students in your home so that the rules - and consequences - are clearly understood.

At the beginning of each school year, parents and guardians have an opportunity to review a copy of the Cherry Creek School District's *Student Conduct and Discipline Rights and Responsibilities*. Please read this carefully. It is particularly important that your student understands the district policies. There is a sign-off indicating that you have read, understood, and discussed these policies with your child. The entire text of any Cherry Creek School District Board of Education Policy and/or Regulation is available upon request from the principal's office at school or from the district administration office located at 4700 South Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies and regulations may be accessed via the Cherry Creek School District web site.

<https://www.cherrycreekschools.org/Page/4104>

At Walnut Hills, we believe the entire school staff is responsible for developing an atmosphere that facilitates a safe, inclusive, and kind learning environment. Our goal is to teach students to be caring, confident learners, and courageous leaders. Our school rule is "KINDESS: Be kind to yourself. Be Kind to Others. Be Kind to Walnut Hills." These are base expectations the students use in all areas of the school and are adjusted to be age appropriate at all grade levels. Each grade level also uses specific systems for rewarding and repairing harm that are developmentally appropriate for each grade level. We believe in teaching and re-teaching appropriate behavior and engaging in restorative practices that engage learning, and repair harm- not punishment.

The consequences and rewards built into each system reflect the developing social skills, emotional needs, and expected behavior of each child as they progress from Pre-Kindergarten through fifth grade. Parents are encouraged to become familiar with the system used in their child's classroom. Each system includes warnings, an opportunity for the child to reflect, and increasing consequences and/or behavior interventions prior to involving the principal. Some behaviors outlined in the CCSD Conduct and Discipline Code require actions aside from the classroom's discipline protocol when necessary. It is important to understand that at the end of the day, in most cases, each child has faced the consequences of that day's behavior and may look forward to the next day with enthusiasm and a clean slate.

Bully Proofing

Training in bullyproofing will be taught in the classroom and throughout the building all year by the Walnut Hills staff. Second Step lessons Pre-Kindergarten-5th grade introduce students to strategies to respond to conflict, prevent bullying behavior, and to help students act as productive members of our caring community. Bully proofing is taught Kindergarten through 12th grade in the Cherry Creek School District.

Cell Phones and Electronic Devices

Students are discouraged from bringing cellular phones and electronic devices (such as non-Cherry Creek computers, CD players, Game Boys, cameras, etc.) at school and at any school events including field trips. Teachers do a great job of taking photographs while on field trips and sharing them with families.

Students that choose to bring these items to school should ensure they are off while in the building and must be stored in their backpacks during the school day- this also includes during recess and lunch. Walnut Hills is not responsible for lost or stolen items and will not be liable for any lost or damaged cell phones. No exceptions. If you need to send a message to your child during the school day, please call the main office and we can send a message to the teacher. When visiting the classroom, for classroom activities, parents should not be on cell phones in classrooms as they are a distraction. Thank you in advance for your understanding and reviewing these expectations with your child.

Toys and Stuff

Toys, including stuffed animals, trading or game cards, sports equipment, and personal electronics are not permitted at school without prior teacher permission. There are times when classrooms may have a pajama day and students can bring stuffed animals. There are times when classrooms have Fun Friday and an extra recess when they may bring equipment from home if they choose to do so. Teachers will communicate these opportunities through their weekly email communication to families. Remember that we are not responsible for lost items.



WALNUT HILLS
ELEMENTARY
Every Child, Every Day!

Learner-Leader Expectations

Dream Big

"Your reach should exceed your grasp."-
-Robert Frost

Believe in Yourself

Believe...you can do hard things!

Be Kind

Be kind to yourself. Be kind to others.
Be kind to Walnut Hills.

Learn & Grow

Discover the joy of figuring it out.

Dress Code

A safe learning environment is essential to a quality learning program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or the maintenance of a safe and orderly school. Any student wearing apparel that is deemed disruptive or potentially disruptive shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

The following items are not acceptable in the school building, on school grounds, or at school activities:

- Sheer, tight, short, or low-cut clothing which bares or exposes traditionally private parts of the body.
- Clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words or pictures that are obscene, libelous, sexual, or gang related; or that promote any activity prohibited by the student code of conduct, including the use of drugs, tobacco, alcohol, or weapons; or that threaten the safety or welfare of any person, or otherwise disrupt the teaching learning process.

Not many of these dress code issues arise at the elementary school level; however, we do want to warn parents that our students do not always make wise choices in clothing. Since our students have recess every day, often in inclement weather, and may have physical education classes, it is best to follow these guidelines:

- Students should have shoes suitable for running and playing every day. Some shoes, such as flip flops, can be hazardous on the playground.
- Students should have appropriate outdoor clothing (rain jackets, winter coats, mittens or gloves and hats) with them each day when appropriate. Recess is only canceled in the event of extremely inclement weather (feels like below 22 degrees)
- Jewelry that may catch on playground equipment (dangling earrings or long necklaces) may not be appropriate for school. Items that are noisy, like multiple bracelets, are not a good idea either.

Please mark your student's belongings with their name. Items go astray on a regular basis, and we can return the items if there is a name visible on the tag. We also recommend that valuable jewelry or belongings stay at home where they are safe.

Playground

All playground rules are based on our mission to inspire a safe, inclusive learning environment. We have found that safety concerns increase as greater numbers of children share the same spaces and equipment. Our goal is to keep kids safe, allow them the exercise and play time that they need, and help them with social interactions that arise. The adults supervising recess periods may re-teach and/or adapt expectations in response to any situation or activity that they consider a concern.

General Safety Expectations

- **Gravel is never thrown.** *Be kind to others. Be kind to Walnut Hills.*
- **No fighting or play fighting.** *Be kind to yourself., Be kind to others.*
- **No throwing snowballs or ice.** *Be kind to others.*
- **Please do not bring toys or equipment from home.** *Be kind to Walnut Hills.*
- **All other situations are dealt with at the discretion of the staff member(s) on duty unless specifically covered by Cherry Creek School District policy.**

Supervision

A staff member always supervises students during every recess. In general, this means that students may not be in any area (either inside the building or outside) unless a staff member is present. Since we need to know where every child is, students must ask a staff member for permission before leaving the playground. In terms of safety, this provides an opportunity to follow-up as to when the student will be expected to return.

Safety

No one is allowed to enter the playground area or interact with students on the playground without first signing in at the office and receiving a visitor's pass. This includes talking with students or handing things to students over the fence. Staff member(s) on duty may request that groups of children play in specific areas. Students must always be within sight of a supervising adult.

Clothing

We go outside for recess every school day regardless of the weather unless it is extremely cold, raining, or snowing. Please have children wear appropriate clothing and shoes for recess. Flip flops are not safe on the playground. When there is snow on the ground, students must be wearing snow boots, snow pants, gloves, and coats to be in the snow.

Home-School Communication

PAW PRINTS-Newsletter

The official school communication bulletin is sent out electronically every Friday via email, Facebook, Instagram Post and the Talking points app. The newsletter contains important dates and information about the activities of the school and is the primary source of communication from school to home. The email addresses are pulled from the information you sign up with on my.cherrycreekschools.org at the beginning of each school year. Please contact the office if you are not receiving the newsletter.

School Website

<https://www.cherrycreekschools.org/walnuthills>

Talking Points App

Talking Points is an application that school administration and teachers can use to send direct messages and announcements to families. The application translates messages in a number of languages so that multi-lingual families can receive and send messages in their spoken and/or preferred language.

Friday Folders

Students bring home a folder every Friday containing classroom and school information to include anything from flyers, fundraising information, graded assignments, classroom newsletters, awards, and assignments. Please review the contents of the folder with your child every week.

School Visits

Parents are invited and encouraged to be an active part of our learning community. To ensure safety and protection of instructional time, we ask all families and visitors to adhere to the following guidelines for classroom visits:

- If you would like to visit a classroom, you must check in at the front office.
- To maximize the effectiveness of your visit, please contact the teacher ahead of time. No parents will be sent to the classrooms during instructional time, without notifying the teacher.
- When you are in a classroom observing, do not attempt to hold a conference with the teacher as this is disruptive to instruction. If you need to speak with a teacher at length, you must make an appointment during non-instructional hours. We honor parent teacher conferences- we want teachers to understand your concern.

- Please ensure your visits support the learning environment and are not a distraction. All cellphones should be turned off and put away in classrooms, as they are a distraction. Please do not bring siblings to the classroom.
- Volunteering must be prearranged, and you must have a visitor badge. Visitor badges are available in the main office upon check-in through our Raptor system.
- If you are unable to volunteer in the classroom, there may be things you can do to help at home. We encourage you to ask your child's teacher if you would like to help in any way.
- Please contact our main office or the classroom teacher if you are interested in volunteering. Volunteers must complete a background application- per district requirements.
- Lunch visits- students love when their parents visit for lunch. For the social development of the child, we ask that visits are not daily- as we want them to create peer relationships, and lunchtime is the perfect time for them to make new friends.

Birthdays

- Birthdays are announced on the Cougar News.
- Birthday treats are allowed K-5 because birthdays are special, FUN, and exciting for kids! Teachers will distribute treats at a time of their discretion.
- Treats should be store bought-NO HOMEMADE because of allergies. Treats should be individual, such as fruit kabobs, trail mix, pretzels, etc. NO sheet cakes.
- Ingredients should be listed on the package of treats.
- No parties for individual students, or party invitations passed out in class.
- **Children may not distribute invitations for personal parties at school.**
- **Parents are encouraged to use the PTCO Family Directory for addresses and for email addresses for classmates that they wish to invite to parties.**
 - **Be sure to check that box in your parent forms stating that you would like to be included in the PTCO directory.**
- **No invitations should be sent to school.**

Written Communication to School

While we understand that emergencies do occur, the office will not directly connect phone calls to the classroom during instructional time. You will have the option of being transferred to the teacher's voicemail or be given the teacher's email. Instruction will rarely be interrupted. The office will be able to send messages to the classroom before 2:45p.m. It is very difficult to get messages to the classrooms at the end of the day as the office and classrooms are busy closing out the day.

Parents must communicate with the school regarding new phone numbers or new family circumstances. When we have non-working numbers, it becomes a safety concern- if we cannot get ahold of you. Please update your contact information immediately by going to the Guardian Update file on the my.cherrycreekschools.org portal. <https://my.cherrycreekschools.org/>

At any point that there are legal proceedings, custody orders, or conflicts between families or households- to support legal requirements- our main office must have the most up to date court documentation. Legal documents are shared with the CCSD Legal Department for interpretation so that schools receive the appropriate legal guidance.

Report Cards/Parent-Teacher Conferences

- Report cards are issued electronically three times a year at the end of each trimester.
- Parent/teacher conferences are scheduled in the fall and spring for all students. Notification and a sign-up sheet will be sent home by the classroom teacher so that you can schedule a conference.
- Parent/teacher conferences are mandatory for all families. Please contact the principal if you are not contacted to schedule a parent-teacher conference.
- You may request a conference at any time during the year. If you ever have a question, please don't hesitate to contact your child's teacher.

Make-up Learning

Families of students who miss school for any reason are expected to collaborate with classroom teachers and support students with missed instruction and assignments in a timely manner so that academic progress is not negatively impacted.

Field Trips

As part of the instructional program valuable trips are planned for students during the school year. Teachers and adult volunteers provide field trip supervision. Some field trips will only require a limited number of adult supervisions, so individual grade levels will communicate their needs for volunteers on the field trip permission form. Parents are not guaranteed transportation on the CCSD school bus, so parent volunteers may need to secure their own transportation depending on the field trip location and number of seats available on the bus. Please contact the school Principal, Mrs. Williams, if field trip costs are a challenge for your family. We may be able to provide support through grant funds donated to our school for students in need.

Lost and Found

We ask that you mark all your child's personal belongings (jackets, lunchboxes, water bottles, etc.) brought to school. We will happily return lost items when there is a name on the label. Lost and found articles may be claimed at school. Unclaimed items will be donated to various organizations at the end of each trimester. School personnel are not responsible for lost/stolen items. Please be sure to label your child's lunch box as well jackets, coats, and water bottles. Valuable items are not to be brought to school- including iPads, Air Pods, electronic games etc.

WALNUT HILLS

We are a **C**aring community.

We are **C**onfident learners.

We are **C**ourageous leaders.

WE DREAM **BIG!** 