

Family Handbook



2023-2024

**Buffalo Trail Elementary School
24300 E. Progress Dr.
Aurora, CO 80016**

Family Handbook

Quick Reference

[Cherry Creek School District](#)

[-Cherry Creek Calendars](#)

[Buffalo Trail Website](#)

[Colorado Department of Education](#)

Phone Numbers

Main Office	720-886-4000
Attendance Line	720-886-4095
Fax Number	720-886-4088
Nurse	720-886-4004
Buff Club Child Care	720-886-4037
Transportation	720-886-4111
Weather Hotline	720-554-4703

School Hours

Monday, Tuesday, Thursday, Friday	Wednesday
7:50 AM - 2:45 PM Tardy Bell 8:00 AM	7:50 AM - 1:45 PM Tardy Bell 8:00 AM

School Office Hours: M-TH 7:30 AM – 4:00 PM F 7:30 AM -3:30 PM

BUFF Club (before and after school care): 6:30 – 7:45 am and 2:50 – 6:00 p.m.

Students are not permitted on school grounds before 7:45 am or after 3:00 p.m. on school days unless they are eating breakfast or enrolled in our Before/After School Program.

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Contact Us

****We have a new app!****

Download our Campus Hub App using the QR code below! Enter code BTRES after opening the app for the first time



2023-24 No-Student Days

September 2, 2023	Labor Day
September 22, 2023	Non-contact day
October 16-20, 2023	Fall break
November 3, 2023	Non-contact day
November 22-24, 2023	Thanksgiving holiday
December 25, 2023-January 8, 2023	Winter break
January 15, 2024	Martin Luther King Jr's Birthday/Holiday
February 19-20, 2024	President's day and non-contact day
March 7-8, 2024	Non-contact day
March 18-22, 2024	Spring break
May 3, 2024	Non-contact day
May 24, 2024	Last day for students, dismissal at 11:00

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Arrival and Dismissal

For safety's sake, parents are asked not to drop their students off before 7:50 am on school days. **Supervision is not provided before this time.** The only exception is for students in Buff Club or students eating breakfast. Students must enter the cafeteria doors for Buff Club or if they are present for breakfast.

Classes do not line up outside before school begins. Instead, students may begin entering the building when the first bell rings at 7:50. Students arriving early will be directed to call a parent/guardian to pick them up. Any parents wishing to enter the building at this time will be required to sign in at the front office.

At 2:45(Wednesday 1:45), the bell will ring for dismissal. Students will exit the building using the assigned doors:

- K & 1st – Main doors and kindergarten doors
- 2nd & 3rd – Doors between green/red pods
- 4th & 5th – Bus loop doors

Please designate a meeting place outside for your children since they will likely be going out different doors. If an older sibling is in charge of picking up a younger sibling, that plan should be discussed with both teachers so they understand the plan.

Attendance

Our goal is for students to attend school 96% of the time, which means missing seven or fewer days of school during the school year. Colorado's Compulsory Attendance Law gives specific guidelines for student attendance and the ramifications for excessive absences and tardies. It is the obligation of every parent, guardian, and legal custodian to ensure that every child under their care and supervision attends school. The guardians of students with attendance concerns will receive a letter from the school administration. To report your child's absence, please call the attendance line at 720-886-4095 or submit an absence form through our school app.

- Make-up Work – Students are given time to make-up the work missed during their absence. Students receive one day for each day missed to complete and return the work.
- Extended Absences – If a parent informs the teacher that a student will be missing school for three days or more for a planned event (e.g. family reunion, bereavement, vacation, etc.) the teacher can indicate what work the child must complete. The teacher is NOT required to replicate the learning experiences that will be covered in the classroom.
- Tardies are detrimental to the educational process and experiences and will be subject to disciplinary procedures. When a child arrives after the 8:00 am bell, he/she must come to the office to sign in.

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- If a student needs to be released early from school, guardians need to come into the office to sign them out. At that time, the student will be called to be released. Students will not be released from their classroom until a guardian is at the school so plan accordingly with time built in for pick up .

Unexcused absences are those deemed unacceptable by the principal/designee regardless of prior approval or knowledge of parents/guardians or legal custodians.

- As a reminder, only those individuals listed as emergency contacts will be permitted to pick up your child from school. If you plan on having someone other than a parent/guardian pick up your child (babysitter, grandparent, friend), please list that person as an emergency contact.

Birthdays

Birthday treats are **not allowed** at Buffalo Trail for many reasons including: allergies and dietary restrictions, health and nutrition concerns, time constraints, inclusivity, classroom disruptions, safety and sanitary reasons, and so teachers can focus on education.

Teachers may decide to acknowledge a student's birthday in their own way that does not include food and does not compromise on health, safety, and educational priorities.

Cell Phones

- Students' cell phones must be turned off and stored in students' backpacks during school hours.
- Students who bring cell phones to school do so at their own risk.
- If a staff member sees or hears a cell phone during school hours they will take the cell phone away and secure it until the end of the day. Students may get their phones back at 2:45.
- For a second offense, a parent will be required to come pick it up.

Child Care (BUFF Club)

Buff Club is our K-5 Before and After school care. Child-care runs from 6:30-7:50 AM and 2:45-6:00 PM daily when school is in session. Childcare will begin at 1:45 on Wednesdays. For more information, please call the director at 720-886-4037.

You may sign your child up until noon the day before you need you care.

Last minute drop-ins will not be accepted.

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Dress Code

A safe and disciplined learning environment is essential to a quality educational 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 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 to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in an office with supervision for the day and do schoolwork--which will constitute an in-school suspension--and a conference with parents/guardians shall be held. On the third offense, the student may be subject to out-of-school suspension or other disciplinary action in accordance with relevant disciplinary procedures outlined in the school discipline code. The following items are not acceptable in school buildings, on school grounds, or at school activities:

- Inappropriately sheer, tight, short, or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, shoulders, buttocks, upper thigh, back and breasts.
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Are obscene, profane, vulgar, lewd, or legally libelous;
 - Threaten the safety or welfare of any person;
 - Promotes any activity prohibited by the student code of conduct;
 - Promotes use of drugs, tobacco, alcohol, or weapons;
 - Are of a sexual nature;
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
 - Otherwise disrupt the teaching-learning process.
 - Shoes must be worn at all times in school facilities.

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Exceptions

Building principals, in conjunction with the school accountability committee, may develop and adopt as part of the building code of conduct a specific school dress code for appropriate apparel in accordance with the standards identified in this policy.

C.R.S. § 22-32-109.1 (2)(a)(I)(J) (Board of Education - Specific Duties - Dress Code)

Drop off and Pick up

The safety and well-being of Buffalo Trail students is our top priority. Expectations around drop off and pick up are designed to establish clear guidelines and procedures to ensure a safe and secure environment for all students, staff, and families.

- **Authorized Persons:** only parents, legal guardians, and individuals identified as emergency contacts are authorized to drop off and pick up students on school premises. You can update your emergency contact information on Powerschool.
- **Designated Drop-Off and Pick Up Zones:** The only designated drop-off and pick-up locations are the front of the school. You are welcome to walk your students into the building from the Flat Rock side or the bus loop side, however, if you drop your student off at these locations, you do so at your child's own risk.
- **Traffic Rules:**
 - Vehicles MUST follow the prescribed traffic flow while entering and exiting the parking lot.
 - Vehicles should not exceed 5 mph when in the school parking lot
 - Vehicles should obey all traffic signs in parking lot and around building including: not parking in the 'no standing, stopping, parking signs on corners of streets and in bus loop'; not parking/dropping off/picking up in handicapped spots unless you have proper handicapped identification in/on your vehicle, all signs in drop off/pick up line.
 - Pulling all the way forward in the car line during arrival/dismissal before having your child get out or get into your vehicle
 - Parents and adults on duty should ensure the child enters and exits the vehicle appropriately and toward the sidewalk
- **Staff on duty:** Trained staff members will be present during arrival/dismissal to help facilitate smooth procedures. They will be opening and closing car doors.
- **Students riding bicycles:** See *Personal Belongings*
- **Late Pick-Ups**
 - Parents/Guardians should make every effort to pick up their child on time (2:45 M, T, TH, F and 1:45 W).
 - In the event of a late pick up, you should notify the school immediately with an estimated time of pick up.

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- If you have more than 3 late pick-ups, you will receive a warning letter from the school before further measures are taken.

Homework

Homework is an important part of the learning expectations at Buffalo Trail. It will be the responsibility of students, with family support, to complete homework. Homework will begin in kindergarten and will become progressively more demanding as children get older. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational programming. The purposes of homework are to:

- Reinforce concepts and skills learned during class
- Provide practice with newly learned skills
- Teach efficient use of time
- Review material learned earlier for test preparation
- Develop independent study habits
- Make up work missed due to absences

Guidelines for homework are different for each grade. The general expectations for time spent on homework are listed below. *If you develop concerns about homework overload for your child, these concerns should be discussed with the teacher.* No major projects will be assigned for total completion over a weekend or vacation.

Kindergarten	5 – 10 minutes per night, Monday - Thursday
First Grade	10 – 20 minutes per night, Monday - Thursday
Second Grade	20 – 30 minutes per night, Monday - Thursday
Third Grade	30 – 40 minutes per night, Monday - Thursday
Fourth Grade	40 – 50 minutes per night, Monday - Thursday
Fifth Grade	50 – 60 minutes per night, Monday - Thursday

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Library Books (Overdue and Lost)

If the book is overdue, please have the student bring the book into the library to renew. We would prefer to have the student continue reading the book and finish it and not worry about returning it.

Options if a book cannot be found, or if it is damaged and unrepairable:

- 1) Contact the teacher to look in the classroom and desk for the book to make sure it is not in that area.
- 2) Contact Teacher Librarian, Kim Casali at kcasali@cherrycreekschools.org
- 3) If necessary, please use this link:
<https://cherrycreek.revtrak.net/elementary-schools/elementary-schools-a-k/buf/buf-library/>



to pay for the book or scan with phone.

- 4) A suggested price for damaged/lost books at our school is \$15. Once you pay for the book please email kcasali@cherrycreekschools.org with the book title and payment information.

Lost and Found

Children's personal items (coats, gloves, hats, lunch boxes, etc.) should be clearly marked for identification. A Lost and Found area is located outside the cafeteria. At the end of the last lunch recess, any items left unclaimed outside will be placed in Lost and Found. After Fall and Spring Conferences and at the end of the year, all unclaimed items are donated to charity.

Lunch Logistics

Menu

At the beginning of each school year, the Student Nutrition Services staff provides an annual school meal calendar on their website

(<https://family.titank12.com/menu/7E9BB5?lang=English>). It contains all the pertinent menu information for the entire school year. (It is also available on the *Titan Student Connect* app).

General expectations

- All food must be consumed in the cafeteria or designated lunch space.

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- Every child has an account number they will memorize and keep confidential. Any amount of money can be deposited into this account. Every time the child goes through the lunch line, this account is automatically debited.
- Students have 25 minutes to get through the lunch line and eat their lunch. Toward the end of the lunch period, the lunch monitor will turn off the lights to warn students of the time limit. Students are expected to stay seated while eating their lunch. They should get condiments, napkins, and plastic wear before they sit down. In the case they forget, they are expected to raise their hand and wait for adult permission to get up from their seat to retrieve these items.
- Due to logistics, students may not bring food for lunch that needs to be microwaved or specially prepared.
- Sharing food is prohibited and will result in disciplinary action if not followed.
- Students will clean up after themselves.

Prices for School Breakfast/Lunch:

Breakfast:

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 a fruit or fruit juice.

Lunch

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

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

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

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

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Free and Reduced Lunch

- Please still sign up for free and reduced lunch for tracking purposes. Free and Reduced Lunch applications are available online at [HERE](#).

Adding money to your student's account

- Cash: Can be deposited into a meal account and meal price will be deducted each time a purchase is made.
- Check: To deposit money to a meal account using a check, please make payable to Cherry Creek Schools Food and Nutrition Services.
- Online: The Titan Family portal (family.titank12.com) is a secure, online system that allows parents to:
 - Make an online payment to their children's cafeteria meal accounts
 - Remotely monitor their children's accounts
 - Set up automatic recurring payments
 - Set up low balance e-mail message alerts
 - Submit an online application for free and/or reduced meals

Ordering lunch through any mobile app such as, but not limited to Grubhub, Postmates, Uber Eats, etc. is not allowed.

Medication and Illness

- Public schools are governed by strict laws and rules regarding the dispensing of any kind of medication. Parents whose children require medication must provide the school with a form (available from the nurse) signed by their doctor that specifies exactly what medication and what dosage the child is to receive. All medication is kept in the nurse's office under lock and key and is dispensed only by trained personnel. The nurse keeps a log of all medications dispensed at school. The nurse will notify parents when a child's prescription or over the counter medication is running low.
- Tylenol can be administered by the school nurse if parents have signed a release form and if the child is not running a fever. Whenever a child is running a fever (a temperature of 100 degrees or more) parents are contacted and expected to pick up their child. Students must remain home until they are symptom-free and have not received medication for 24 hours to control their symptoms (from fever, diarrhea, and vomiting) for 24 hours.
- If your child is experiencing COVID-like symptoms, they must be kept home from school. All children experiencing these symptoms at school will be sent home **through the nurse's office**

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Parent/Teacher Conferences

- Buffalo Trail is committed to effective communication among students, teachers, and families. Conferences are held three times a year starting with Getting to Know You conferences at the end of August. Fall conferences are typically held the last week of October into the first week of November and spring conferences are typically held the first week of March.
- Additional conferences may be initiated by parents/guardians or teachers as needed.
- If concerns-academic or social- are occurring, please do not wait until conferences. Call or email your child's teacher as soon as possible.

Parties & Celebrations

Buffalo Trail does not host parties at school. Grade levels may choose to have celebrations tied to instruction or curriculum (e.g. 2nd grade Fiesta during their South America studies, 4th grade Rendezvous culminating their Colorado History unit, etc.). Additionally, we have the following celebrations as a school community:

- Veterans Day - various school and classroom activities to honor our Nation's Veterans
- Valentine's Day - celebrate friendship and do heart-healthy activities (e.g. Jump Rope for Heart, Random Acts of Kindness, etc.).

In the interest of health and safety, students will no longer be able to share any form of birthday treats or trinkets with their classmates. Please do not send them to school. (See Birthdays above)

Invitations to parties are not to be distributed at school, unless all members of the students' class are invited. Invitations will need to be handed out outside of school hours. By law and District policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission.

Payments

Moving forward, Cherry Creek Schools will no longer be accepting cash/checks as forms of payment for purchases other than lunch. Instead, we will be utilizing an online payment system called RevTrak which can be accessed at <https://cherrycreek.revtrak.net/>.

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Personal Belongings

Problems often arise when articles are brought to school that are hazardous or interfere with school procedures. Personal objects of value are to be brought to school only during special occasions when a teacher has given permission.

- The school provides playground equipment. Toys and items such as rollerblades, music players, electronic devices, or other objects creating a distraction are not permitted at school. We are not responsible for any loss or damage to students' personal property.
- Students may ride bikes to and from school provided they dismount and walk them once on school property.
- Bikes must be locked in the bike racks with locks provided by the student.
- Scooters and skateboards are unable to be safely stored or secured at school and are not permitted in the building.
- Students are not permitted to wear shoes with retractable roller wheels on school property.

Pets

- Due to health and safety concerns, pets may not come to school. Please do not bring pets onto school grounds at the beginning or end of the day.
- Service animals should be clearly identified

Playground

- Students should be dressed appropriately for the weather. Exposing skin to frigid temperatures is dangerous so students without appropriate outdoor clothing may be kept inside. Boots are expected for students to be on the snow.
- Students must remain within the confines of their grade level;s playground
- Students need adult permission to retrieve equipment that is not within the confines of the playground as well as to enter the building during recess.
- One student on a swing or slide at a time. Swings are to be used in the normal position. Jumping off, standing, or other gymnastics on the swings are not permitted. Going up the slide is not permitted (only sliding down). Jumping off other equipment on the playground is not permitted.
- Some types of play are not safe and therefore, not allowed. Examples are, but not limited to, standing on any top beams connected to the playground equipment, football or other physically rough games,
- Throwing snowballs or rocks is prohibited and could result in disciplinary action.
- After hours on the playground is only allowed if the student has an adult present.

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Teachers 'sweep' around the building at the end of the school day. If it is not clear there is an adult present, they will ask the student to leave.

Progress Reports (and grading procedures)

- Progress reports are distributed by email three times per year before fall and spring conferences, as well as the last day of school.
- Progress reports provide parents with specific information on student attainment of proficiency on the Colorado Academic Standards (CAS). Progress on standards is reflected on a four point scale:
 - 4 – Advanced: *Student consistently and independently exceeds grade-level benchmarks.*
 - 3 – Proficient: *Student consistently and independently meets and sometimes exceeds grade-level benchmarks.*
 - 2 – Partially Proficient: *Student is partially progressing toward grade-level benchmarks.*
 - 1 – Emerging: *Student is not yet or is minimally progressing towards grade-level benchmarks.*

PTCO

The Parent Teacher Community Organization (PTCO) meets every other month. The purpose of the PTCO is to promote positive relationships between parents, staff and students. They also initiate fundraisers and school community events. Please come and get involved in our Buffalo Trail PTCO! You can contact the PTCO at: btptco@gmail.com
Registration/Student Check-In

Cherry Creek Students must be enrolled using the online check-in process each year. Visit the website my.cherrycreekschools.org to register. This website can also be used to update families' contact information (phone numbers, email, emergency contacts, etc.) throughout the year. Any address changes that occur mid-year will need to be updated by a parent/legal guardian as soon as possible through the district Admissions Office. This step allows for consistent communication in the case of an emergency.

As a reminder, only those individuals listed as emergency contacts will be permitted to pick up your child from school. If you plan on having someone other than a parent/guardian pick up your child (babysitter, grandparent, friend), please list that person as an emergency contact.

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School Communication

Buffalo Trail students bring home a “Thursday Folder” each week in which you can find important information about school events, classroom news and district information. Teachers are expected to communicate with parents/guardians on a regular and frequent basis about instructional programming and student progress. Classroom teachers send a minimum of one formal newsletter home each month. Many teachers send their newsletters out via email, if you’d prefer paper copies, please alert your child’s classroom teacher. A school newsletter will be published on the last working Thursday of each month.

Safety and Security

This information is subject to change after new vestibule sign-in system is installed and running

Keeping students safe is our first priority. To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the front door, check in at the office, and wear a visitor or volunteer badge during their visit. All doors are kept locked during the school day.

The Raptor ID system is used in all CCSD schools. Raptor is a visitor registration system that scans a driver’s license and/or state ID and checks the information against the National Sex Offender database. If no match is found, the system will print a visitor’s sticker with a picture identifying them as an approved visitor. Raptor only scans the visitor’s name, date of birth and photo for comparison purposes. No other personal identifying information is saved.

Upon your initial visit at the beginning of each school year, the process will take approximately 30 seconds, however on return visits you will only be required to enter the first three letters of your last name and the system will recognize you.

As classrooms schedule events, teachers will send an RSVP to families. Please take time to complete this RSVP so that your visitor stickers can already be printed for the upcoming event.

If you have questions, please call the school or our Director of Safety and Security at 720-554-4489.

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School Pictures

School pictures are scheduled for the Fall and Spring. Parents may choose to purchase individual prints and/or a class composite. Individual student pictures will be part of the school yearbook.

Snacks

Teachers will determine a time for snacks on an as needed basis depending upon student need and daily schedule. Students may choose to bring a snack to eat at the time determined by the teacher. In order to promote healthy eating habits, snacks are encouraged to be nutritious foods (granola bars, fruits, veggies, cereal, etc.). “Sweets” such as cookies, candy, chips, and cake should be saved for dessert at lunchtime. Snacks do not include beverages or foods that need to be heated in the microwave. To maintain our building, students are only permitted to bring clear beverages into the classroom in water bottles. Our classrooms are considered “Allergy Aware” classrooms. Due to the number of food allergies across our school, students may not share their lunches or snacks with others.

SPIRIT

The Buffalo Trail Pillars of Behavior are Safety, Positivity, Integrity, Resiliency, Inclusivity, and Team Player (SPIRIT). Students are taught about each of the pillars throughout the year in all school settings. During monthly participation in buddy classrooms, older students are paired with younger students in order to build relationships and teach them about the pillars. We celebrate students through BUFF Bucks, SPIRIT Awards, Pancakes with the Principal and quarterly SPIRIT pep rally assemblies.

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Technology

Students are expected to follow the school's technology care and handling procedures. We have a limited number of devices and proper care will help to ensure the longevity of our resources. Appropriate action will be taken in the event of any intentional or preventable damage. CCSD has many safeguards in place to help prevent students from having access to inappropriate sites while on the district network using district devices. CCSD and Buffalo Trail also spend a great deal of time educating students on ways to stay secure online to protect themselves and the technology that they utilize. Families are responsible for ensuring that students adhere to district policies and follow best practices when outside of school. As always, the goal is to instill values that promote safety, respect and responsibility.

Volunteers

Parents, guardians and adult family members are encouraged to volunteer whenever possible. Volunteers may be utilized to organize materials in the classroom, assemble Thursday Folders, complete book orders, or work with students one-on-one or in small groups.

To protect you from certain liability, volunteers may not be left unattended to supervise classes nor do a teacher's grading.

Before volunteering, complete and return the "Volunteer Confidentiality Agreement" on the QR code below.



In order to protect the importance of this role, we ask that volunteers are not accompanied by non-student children or siblings.

Confidentiality is an important part of the responsibility of the volunteer. As you volunteer in the classroom, please keep in mind that according to the Family Educational Right to Privacy Act (FERPA), the information and interactions that occur in the classroom are confidential. We appreciate your willingness to respect our children and their learning environment. Please review the information below if you are interested in volunteering at Buffalo Trail.

- **SCHOOL CONFIDENCES MUST NOT BE VIOLATED.**
Volunteers should not repeat information concerning students' or employees' private lives. Volunteers should keep in confidence any information learned

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- pertaining to a student's academic, social or behavioral performance.
- Personal or private conversations pertaining to any sensitive subject should not be discussed with anyone outside of school staff members.
- Volunteers must not criticize or interfere with the school routine. The school has certain procedures volunteers may not understand. Volunteers must take any concerns to the appropriate teacher first. If they feel the issue is still not resolved, they must take those concerns to the principal.
- Volunteers are not to verbally or physically discipline students. They are to refer any problems with students to the teacher.
- To protect our volunteers from certain liability, volunteers may not be left unattended to supervise classes nor do a teacher's grading.

Weather

Recess is an important activity for children of all grade levels. Each student in grades 1 -5 has recess after lunch for 20 minutes. Children will go outside for recess unless there is precipitation, lightning or the temperature (with wind chill considered) falls **below 20 degrees**.

Our normal school day can be affected by the weather. School closures and delays are made with student safety foremost in mind. In the event of inclement weather or other circumstances, school may be canceled for the day. All school cancellation decisions are made by the central administration of the school district. A decision may be made to close the entire district or just the specific geographic areas that are affected. Announcements are made on television, radio stations, the district website, and the district weather hotline (720-554-4701). Families may also receive an automated phone call from the district via "Connect Ed." **It is CRUCIAL that families keep their phone numbers up-to-date** (through my.cherrycreekschools.org) in order to receive these important messages.

Delayed Start - A delayed start means that school will start one hour later than usual. The school buses run 1 hour later and all students should arrive at school 1 hour later than usual. For Buffalo Trail, this means school starts at 9:00 AM. All before school events except Buff Club and breakfast will be canceled when there is a delayed start. Breakfast will be served beginning at 8:30.

Early Dismissal - On occasion it is necessary to dismiss school early. The decision to dismiss early is made by the District using the same procedures as a snow day or delayed start. In this event, students and staff follow the Authorization to Release Form instructions that each parent has filled out and completed online. Students will only be dismissed to their

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parent or a person listed on the release form.

Delayed Dismissal – In the event of unsafe weather conditions at Buffalo Trail (tornado warning, lightning, etc.) the principal or designee will decide to delay dismissal. This is not something we can plan in advance – often the decision is made right before school ends. In this event, students will remain inside until the unsafe conditions have cleared.

Parents/guardians/any emergency contact will need to enter the building and sign their student out from their classroom until the delay has been lifted. Staff will follow the Authorization to Release Form instructions that each parent has filled out and submitted to the school. Students will only be dismissed to their parent/guardian or a person listed on the release form.

In the event that we are under a Tornado Warning, all students, staff and visitors to Buffalo Trail will be in their designated “Safe Area/Shelter-In-Place”. This means that the office staff may not be able to answer the door and may have limited capabilities to answer incoming phone calls. Students will not be released until the Tornado Warning expires.

Wednesdays (Early Release)

All Cherry Creek elementary schools will have early release days **every Wednesday at 1:45 beginning the first Wednesday of the year** to enhance professional development and training opportunities for our elementary teachers. By having this specific time set aside, there will be less of a need to pull teachers out of the classroom during the day, which creates continuity for students and less of a reliance on substitute teachers. With this change, our elementary schools will still exceed the class time required by the Colorado Department of Education. For families who participate in after-school child care, the after-school program will be extended every Wednesday at no additional cost. For families who need care, you can register by contacting 720.886.4037.