



*P*arent *T*eacher *O*rganization

Parent Resource Guide

2017 - 2018

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Table of Contents

Arrival, Dismissal, and School Safety and Security	4
Student Absences/Tardies/Leave During the Day	4
District Determined Late Starts, Closures and Early Dismissals	5
Medical Needs	5
Parking, Driving and Walking Safety	5
Personal Belongings at School	6
Student Dress	6
School-Year Calendar	6
Preschool at Indian Ridge	6
Kindergarten Roundup	7
Kindergarten Enrichment (KE)	7
Before and After School (BAS) Program	7
School Supplies	7
Meet and Greet	8
Weekly Newsletters/Calls	8
Breakfast, Lunch and Snacks	8
Specials - Art, Music, Physical Education(PE) and Science,Technology, Engineering and Mathematics(STEM)	9
Homework	9
Online Resources to Support Learning	9
Report Cards and Conferences	9
Contacting Teachers	10
Field Trips	10
Clubs and Activities	10
Pictures, Yearbooks and Spirit Wear	10
Partnership for Academically Successful Students(PASS)	11
Parent Teacher Organization(PTO)	11
Room Parents and Classroom Parties	11
Volunteer Opportunities	12

Dear Indian Ridge Families,

At Indian Ridge, we R.I.S.E above to be RESPECTFUL, INCLUSIVE, SAFE, and ENGAGED. These standards are the foundation of the common language our staff uses with our students on a daily basis. We want your child's experiences at Indian Ridge to be enriching and rewarding, and having common and consistent expectations best ensures the success of every student.

We are very fortunate to be part of a school where our teachers, support staff, and parents work closely together to foster a safe, welcoming and nurturing environment. We want our students to learn and grow, and be the fun, creative and amazing individuals they are.

At every school there are unique terms, events, activities, rules, and resources and we understand becoming familiar with them can be challenging. I hope the following information will help guide and empower you through your journey with us.

Please feel free to contact your student's teacher or the Main Office for additional information. We look forward to working with you, and welcome you to the Indian Ridge family!

Sincerely,

Matthew McDonald, Principal

General Contact Information

Indian Ridge Elementary School (INR) Street Address	16501 E. Progress Drive Centennial, CO 80015
Main Office	720-886-8400
Attendance Line	720-886-8495
School Nurse	720-886-8405
Before and After School Program (BAS)	720-886-8459
School Library	720-886-8465
Kindergarten Enrichment Program (KEP)	720-886-8458
Fax	720-886-8488
School Website	www.indianridge.cherrycreekschools.org
Parent Teacher Organization (PTO) Website	www.ptoindianridge.org
Cherry Creek School District (CCSD) Website	www.cherrycreekschools.org
Parent Portal (perform yearly student check-in and maintain family and emergency contacts and medical information in Parent Forms; BAS management in SchoolCare Works; Student Information including student number and student email address; State Assessment Exemptions; Schoology - teacher communication and resources)	my.cherrycreekschools.org (sign in with your username/email and password - created after student registration with CCSD) User Name: _____ Password: _____
Student Portal (Cre@kmail - students' CCSD email account, iReady, Schoology, Classroom, etc.)	my.cherrycreekschools.org (sign in with student's username and password - given to you when students begin to access these resources)
CCSD Cafeteria (menus, prices, free and reduced meals information and application link, nutritional information and PayPams link)	www.ccsdcafe.org
PayPams (online cafeteria payments and purchase tracking)	www.PayPams.com

Arrival, Dismissal, and School Safety and Security

For all students in 1st-5th grades, school begins at 8:00am and ends at 2:45pm. Monday morning kindergarten classes begin at 8:00am and end at 10:30am. Monday afternoon kindergarten classes begin at 12:15 pm and end at 2:45pm Full kindergarten days and KEP begin at 8:00am and dismiss at 2:45pm Students may arrive, and enter the school building beginning at 7:50am. Upon arrival, students should report directly to their classroom.

Your student must be picked up promptly at dismissal, or upon the completion of any after school activities. If your student is not picked up promptly upon the completion of any after school activities, a combined total of three times, they will no longer be able to participate in any after school activity for the remainder of the school year. It is the parent's/guardian's responsibility to inform their child, prior to the start of the school day, who will be picking them up from school. Please be sure to regularly update your student's Emergency Contacts at my.cherrycreekschools.org.

For the security of our students and staff, all doors are locked at all times. To enter the school, press the button on the exterior box to the right of the main entrance, and wait for the door lock to be released. When entering the school, please proceed directly to the main office to be signed in as a visitor prior to proceeding anywhere else in the building. You will receive a visitor badge, which should be worn at all times during your visit. Prior to exiting the school, please return to the main office to sign out. Please note that all individuals entering the school should be prepared to present a valid picture ID upon request.

Student Absences/Tardies/and Leaving During the Day

If your student will be absent or tardy, please call the attendance line at 720-886-8459, and leave a message prior to the start of school. If your student arrives ten or more minutes after school begins, they must sign in at the front office before proceeding to class.

If your student is not accounted for within thirty minutes of the start of the school day, you will receive a call from the main office informing you that your student is not at school and requesting your immediate response. Please contact the main office as soon as possible to confirm the whereabouts of your student.

If your student needs to leave school prior to the scheduled dismissal time, you or an authorized individual must sign your student out at the main office. Students will only be called out of class when the parent or an authorized individual is present. If your student will return prior to the end

of the school day, you should return with your student to the main office and sign them back in prior to their returning to class.

If you know your student will be absent from school for three or more days, please request and complete an Advance Notice of Absence From School form, available in the front office.

District Determined Late Starts, Closures and Early Dismissals

When the weather gets bad or an emergency arises which threatens the safety, health or welfare of students or staff members, CCSD's Superintendent may decide to either delay or close schools, or when in session, to release students prior to the regularly scheduled dismissal time. In the case of late starts and closures, families that have provided a contact phone number, will receive an automated call. On late start mornings, school starts at 9:00am.

In the case of an early dismissal, families will receive an automated call with specific information when a determination is made.

Medical Needs

In order to attend to the wide range of medical needs our students may have/experience, we are staffed with a full time registered nurse. We have additional staff members who are certified in First Aid and/or CPR. If your child has specific medical needs related to asthma, allergies and/or medications, please be sure to keep that information current in the Health and Medical section of the Parent Forms tile of your my.cherrycreekschools.org account, and feel free to communicate that information directly with the school nurse. Please note that all medications to be taken at school should be given to, and maintained by the school nurse who will ensure they are administered at the appropriate time and dosage.

Parking, Driving and Walking Safety

Parking is available in the parking lot and curbside along adjacent residential streets. A pickup/drop off lane, designated with a double yellow line and posted street signs, is located parallel to the school building on Progress Dr. When in the pickup/drop off lane, you may not park, or leave your car for any period of time. Please observe all posted traffic and parking lot signs, and cross streets at designated crosswalks at all times.

During times of peak foot traffic, the school's parking lot is closed to incoming and outgoing vehicles (7:45am - 8:00am & 2:45pm - 3:00pm). School buses, clearly marked vehicles from before and after school programs, and vehicles with handicap accessible license plates or placards are exempt from this general rule.

Personal Belongings at School

Students are responsible for the personal belongings they bring to school. It is recommended that you clearly label all of your child's belongings with their name. Students have access, in or near their classroom, to hooks, shelves and/or other storage containers to accommodate jackets, hats, backpacks, umbrellas, skateboards, scooters, helmets and a variety of other items. If your student should require additional space for a unique item, please speak with his/her teacher. For students who ride a bicycle to school, a bike rack is located on the northwest corner of the blacktop (using a bike lock is strongly recommended).

Students may not use cell phones, or other personal electronic, devices during school hours including during/on field trips. They need to be turned off and placed in the student's backpack.

Lost belongings can be located in the large Lost and Found crate.

Student Dress

Students are expected to dress appropriately for school activities, and in a manner that will not detract from learning. When your student is scheduled for PE, please have him/her wear attire that is conducive to physical activities, including tennis shoes.

Please note students will go outside for recess unless the temperature falls below 20°F, and/or extreme weather conditions exist. During winter weather months, if your student wears snow boots to school, please send additional shoes with them to use while indoors.

School-Year Calendar

Indian Ridge follows CCSD's Common or "Traditional" Calendar, which may be found on both the school and district websites. Please note that, due to their split day scheduling, kindergarten classes will deviate from the standard calendar at times. If you have a kindergarten student, these deviations will be clearly communicated, well in advance, by the kindergarten team, via weekly newsletters, and on the school website. Also, please note that dismissal, for all students (K-5), on the last day of the school year is at 11:00am.

Preschool at Indian Ridge

Indian Ridge Elementary School is one of the more than 20 locations across the district that provides space for the Cherry Creek School District Early Childhood Preschool program. While housed within the elementary school building, the preschool program and its staff members are

managed and directed by the Cherry Creek School District Early Childhood Preschool Program. For additional information, please visit: <http://earlychildhood.cherrycreekschools.org>.

Kindergarten Roundup

In February of each year, Kindergarten Roundup offers an opportunity for pre-registration for resident families who have children eligible for kindergarten enrollment in the Cherry Creek School District for the next school year. A child is eligible for kindergarten enrollment if they will be 5 years old, or older, as of October 1st. Please check either the www.indianridge.cherrycreekschools.org or www.cherrycreekschools.org/Admissions/Pages/Roundup.aspx for more information.

When you register your student at Admissions, you will receive additional information for setting up your new my.cherrycreekschools.org account (Parent Portal) and the kindergarten assessment process.

Kindergarten Enrichment Program (KEP)

KEP is housed within the school. The program is operated by the Cherry Creek School District's Extended Child Services (ECS) department, and offers a supplemental educational and recreational experience to enrolled students during the school day hours they are not enrolled in their kindergarten classes. For example, if a student's regular kindergarten schedule is Monday morning, Tuesday and Thursday, and they are enrolled in KEP, they would attend KEP Monday afternoon, Wednesday and Friday. For additional information, please visit: <http://cherrycreekschools.org/ExtendedChildServices/Pages/KE.aspx>.

Before and After School (BAS) Program

The Cherry Creek School District's Extended Child Services department operates an in-house Before and After School Program. This is a fee-based, state-licensed Qualistar-approved child care program. They provide both before and after school care, and programs during some non-contact days throughout the school year and during the summer. For additional information, please visit: www.indianridge.cherrycreekschools.org, or <http://www.cherrycreekschools.org/ExtendedChildServices/Pages/BAS.aspx>.

School Supplies

School supply lists are posted to our website. Families may purchase school supplies independently, or through EduKit at www.EduKit.com.

Meet and Greet

Meet and Greet Night is held when students and their parents are encouraged to come to the school, locate their new classroom and meet their new teacher. If possible, students should bring their school supplies with them so teachers may distribute and store them prior to the start of school. Please check www.indianridge.cherrycreekschools.org after August 1st, for more information about Meet and Greet Night.

Weekly Newsletters/Calls

You will receive a weekly emailed newsletter listing important information and activities taking place. On Sunday afternoon you will receive an automated call from the school with upcoming information. In addition, your student's teacher will communicate important grade and class information on a regular basis.

If you are not receiving the school's weekly newsletters or calls contact the main office at 720-886-8400.

Breakfast, Lunch and Snacks

The school cafeteria serves breakfast and lunch each day school is in session. Students may purchase meals with cash or check (made payable to Indian Ridge Elementary) to be credited toward their student's account. A Money Drop Box and instructions are located to the right of the food service window in the cafeteria. Funds for cafeteria purchases may also be charged when an online account is created at www.PayPams.com. Each student has a unique 5-digit identification number, that is linked to their account. This number will follow your child throughout their attendance with any Cherry Creek School District school. If your child purchases breakfast/lunch/snacks from the cafeteria, please help them learn their identification number as early as possible; they will enter this number each time they make a purchase in the cafeteria.

You may apply for free or reduced meals on the Cherry Creek Food Service website at <http://www.ccsdcafe.org>. A new application is required each year.

Breakfast is served at 7:30 am. Students will go directly to the cafeteria and stay there until the start of school. Microwaves are available for students to use to heat food. However, they should be able to use them independently to reheat leftovers. Do not send Easy-Mac, frozen meals or

Cup-O-Soup, all which take too long to heat up or could possibly cause a fire. Students will have a designated snack time during recess. Please plan to pack a daily snack for your student.

SPECIALS - Art, Music, Physical Education(PE) and Science, Technology, Engineering and Math(STEM)

Each student participates in a different Specials each week. Students scheduled to participate in PE should wear appropriate shoes and clothing.

Homework Policy

- Students will participate in daily reading, which is adjusted based off their grade level.
- Bridges math homework pages will be sent home each week.

Online Resources to Support Learning

Each year your student may bring home information, including username and password when applicable, on how to access and utilize online resources to reinforce their classroom learning. Some of these resources may have associated expenses paid for by the the school, PTO, or CCSD. Your student's teacher will clearly communicate their expectations regarding these resources, which may include; making the use of one or more of these resources part of your student's homework requirements, encouraging the use of one or more of these resources to help your student develop their skills in one or more subject areas, and/or making them available for your student's use at your discretion.

A few examples of these resources include;

- iReady - my.cherrycreekschools.org
- Schoology - my.cherrycreekschools.org
- Razkids - www.raz-kids.com
- Tumblebooks - www.tumblebooks.com
- Brain Pop Jr. - <https://jr.brainpop.com>
- Hour of Code - <https://hourofcode.com/us/learn>
- Khan Academy - www.khanacademy.org

Report Cards and Conferences

Report cards are distributed following the completion of each trimester; report cards for trimesters one and two will be sent home with your student prior to conference weeks, and the trimester three report card will be sent home with your student on the last day of school.

Conferences are held twice per school year, in November and in February, following the completion of each of the first two trimesters. Your student's teacher will notify you when you may schedule your conference via SignUpGenius. Conferences are an opportunity for you and your student's teacher to review some of your student's work, discuss their progress and strengths, and any areas where additional support may be needed, and share additional information.

Contacting Teachers

Your student's teacher is your primary point of contact for school-related issues. The best way to contact your student's teacher is by email. Teachers' email addresses may be found on the school's website. Teachers will generally respond to emails within 1-2 school days of receipt. For urgent matters, please feel free to call and leave a voicemail for your student's teacher and/or speak with someone in the main office.

Field Trips

Each year, generally, students will participate in 2-3 field trips. Field trips have associated costs for admissions and related fees, food, transportation, etc. Your student's teacher will provide detailed information of upcoming field trips, well in advance of their scheduled dates. Please be sure to return all applicable forms and any fees by the requested due dates.

Parent chaperones may be requested for some field trips. If you are willing and able to attend and assist with supervision, please let your student's teacher know and complete any requested forms. Depending on field trip venues, parent chaperones may be required to pay their own fees.

Clubs and Activities

We are pleased to offer our students a variety of extracurricular clubs and activities that may include but not be limited to; Eagle Council , performing arts programs, choir, intramurals, Lego League, Girls on the Run and Spanish Club. Please look for club and activity information in weekly newsletters, and on the school and PTO websites.

Pictures, Yearbooks and Spirit Wear

School pictures are scheduled for the fall and spring. All information will be included in the weekly newsletters. Your student's fall picture will be included in the yearbook.

Yearbook order forms are sent home with students well in advance of the yearbook purchase order deadline in the Spring, and include online ordering information. Yearbooks are handed out during the last 1-2 days of the school year.

Order forms sent home with students for Indian Ridge spirit wear.

Partnership for Academically Successful Students (PASS)

Our Partnership for Academically Successful Students (PASS) Committee/Team is comprised of parents, staff, and community members. The team collaborates on how to best ensure all students are learning and growing to their full potential both socially and academically. There is an intentional focus on engaging our Black and Latino families, as well as any families of ethnic origin, to foster and strengthen the partnerships interlacing throughout the Indian Ridge school and community. Meetings are communicated through the school website, newsletter, Sunday message.

Parent Teacher Organization (PTO)

The PTO is instrumental in developing and coordinating fundraising opportunities to provide a variety of enhanced and enriching experiences, both in and out of the classroom. For more information on some of the PTO-sponsored activities and/or visit: www.ptoindianridge.org. PTO sponsored events include; Run 4 Funds, Monster Mash, movie nights, spirit nights, pancake breakfasts, box top collection, milk caps for mulah and online auction.

Room Parents and Classroom Parties

Room Parents work together, in conjunction with their classroom teacher, to plan, coordinate and host classroom parties and a teacher appreciation gift.

Four classroom parties are held annually for all students: a Fall party, a Winter party, a Valentine's Day party, and an end of the year party. These parties are coordinated, and hosted by your student's classroom Room Parents, who will disseminate additional information when the time for these parties nears.

Volunteer Opportunities

Many volunteer opportunities are available. Volunteers may work directly with, and in support of students, teachers and the staff. Please look at your weekly newsletter for volunteer opportunities.

