

# Sage Canyon (SGCE) Family Handbook

Dear Sage Canyon Parents,  
This handbook has been designed to provide you with helpful information about Sage Canyon Elementary School. It answers questions that you might have regarding our procedures and policies for the daily operation of our school. Please know this is a living document and updates made me made throughout the school year.

## **Hours**

- Office hours: 8:30 a.m. - 4:15 p.m.
- School hours: 9:10 a.m. – 4:00 p.m.

***Please note: Students are not allowed on campus before 8:55 a.m., unless they are involved in a supervised school activity.***

## **DCSD Information**

- District Central office: 303-387-0100
- Transportation: 303-387-0570
- Weather Hotline: 303-387-SNOW (7669)
- Attendance 720-433-0112
- SGCE Main Office 720-433-0110
- Fax 720-433-0111
- BASE Child Care 720-908-0334

## **SGCE Ongoing Communication**

Sage Canyon will send out “Sage Updates” either weekly or bi-weekly with ongoing information about the school. You should expect to receive weekly updates from your child’s teacher as well.

Follow us on [Facebook](#)

[DCSD Website](#)

[Sage Canyon Elementary School Website](#)

Staff email: [First.Last@dcsdk12.org](mailto:First.Last@dcsdk12.org)

## **Front Office Communication**

We are always here and eager to help you with any questions. Email is generally the easiest way to get a hold of us.

Mandy Hill-Principal

[mandy.hill@dcsdk12.org](mailto:mandy.hill@dcsdk12.org)

Kelsey Shoultz-Assistant Principal

[KKshoultz@dcsdk12.org](mailto:KKshoultz@dcsdk12.org)

Stephanie Crowe-

[stephanie.crowe@dcsdk12.org](mailto:stephanie.crowe@dcsdk12.org)

Professional Learning Specialist-- assessment/curriculum questions

Melissa Leinweber-Admin Assistant

[melissa.leinweber@dcsdk12.org](mailto:melissa.leinweber@dcsdk12.org)

and Bookkeeper

Allyson Seymour-Registrar

[allyson.seymour@dcsdk12.org](mailto:allyson.seymour@dcsdk12.org)

Yuki Blanc-Health Assistant	<a href="mailto:yuki.blanc@dcsdk12.org">yuki.blanc@dcsdk12.org</a>
Melissa Toborg-School Nurse Consultant	<a href="mailto:melissa.toborg@dcsdk12.org">melissa.toborg@dcsdk12.org</a>
Christine Green-Librarian/Tech Coordinator	<a href="mailto:christine.green@dcsdk12.org">christine.green@dcsdk12.org</a>
Leandra Penley-Nutrition Services	<a href="mailto:leandra.penley@dcsdk12.org">leandra.penley@dcsdk12.org</a>

### **Animals**

Due to health and safety concerns, pets **may not** come to school. Pets are not allowed on the playground or on our property during school hours. This includes pickup and drop-off.

### **Arrival and Dismissal Policies**

Thank you for helping us streamline our process and keep our students safe at the beginning and ending of the day.

#### **\*\*Please remind your all children (including younger siblings) of the following:**

Students should not be walking in/on planters and rocks.

Students should be waiting for you with their classroom teacher.

For siblings: Older siblings will meet the younger sibling's class outside in the car line.

#### **During Morning Drop Off:**

- ALL cars must enter the parking lot from the south and turn right into the parking lot. No left-hand turns are allowed during arrival.
- Please queue to turn into the parking lot from the south of the building, in the bike lane by Wrangler Park, so that you are making a right turn into the parking lot.
- Supervision for students starts at 8:55. Please do not drop students off before that. At that time, doors will be open and students can walk directly to their classroom.
- For the safety of everyone, parents will be asked to say goodbye outside. If you need to help your child to their classroom, please stop and sign in at the office.
- In the kiss and go lane, please pull up as far as you can. This allows more people into the parking lot at one time.
- Please do not drop off your students in the neighborhood, in the back teacher parking lot, or in line before you turn the corner to the front of the school.
- Students must exit from the passenger side.

- If your student needs assistance requiring you to get out of the car, please park and **use the crosswalk** from the parking lot to the front.

### **During Afternoon Dismissal:**

- ALL cars must enter the parking lot from the south and turn right into the parking lot. No left-hand turns are allowed during dismissal.
- Please queue to turn into the parking lot from the south of the building, in the bike lane by Wrangler Park, so that you are making a right turn into the parking lot.  
This way the left lane of traffic is not blocked through the neighborhood.
- In the parking lot, please pull up as far as you can. This allows more people into the parking lot at one time and will alleviate a great deal of congestion.
- Please do not arrive in the parking lot loop prior to 3:45.
- Students must enter from the passenger side only.
- If your student needs assistance requiring you to get out of the car, please park and **use the crosswalk** to walk over to the front.

### **For Walking Families:**

In order to decrease congestion at the end of the day, if you are a parent who walks to get your students, we are asking the following: If your student is in grades K-2, you are welcome to come to the front of the school to meet your student. **If your student is in grades 3-5, please designate a place to meet that is a little farther back from the front, such as the playground, bike racks, or Wrangler Park to meet up as a family.** This helps ease congestion for our youngest learners as they walk out the door.

### **For Car Riding Families:**

Afternoon Dismissal will be more formalized this year, and we will need everyone's help:

**Students will be waiting for you with their classroom teacher, in a designated grade level area as illustrated by the map below.**

For siblings: Older siblings will meet and wait with the younger sibling's class outside in the car line.

This map illustrates where each grade level will wait together for car pickup. Siblings will meet and wait with their youngest sibling. Please pull all the way up, tell the staff member your child's name, and we will quickly locate them and get them to your car.



## Attendance

### ● Absences

Regular attendance is essential for success at school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. We do understand that there are times and reasons for absences and will work with you as we can, although it may not be feasible to send work home ahead of time.

If your child will be absent, please call the school attendance line at 720.433.0112 and leave the following information:

- Child's name
- Date(s) of absence
- Teacher
- Parent's name
- Reason for absence

Absences due to sickness or doctor's appointments are excused. Ten or more absences become a truancy issue with follow-up between the parent and school administration. Absences are also cumulative in terms of time out of school. **If you are signing your child out early on a daily basis, this can quickly lead to chronic absenteeism, even for sports or other activities.**

For safety, we are required to verify absences that are not reported. Home and work phone numbers will be called. Please help us with this procedure by calling in your child's absence as soon as possible. Students will be given time to make up work missed during their absence. If you wish to pick up your child's make-up work, please notify the office by 11:00 a.m. and it will be available after school.

Please keep your child home from school when they are sick. There will be no awards for Perfect Attendance this year, and we want parents to feel comfortable keeping their child home when they are ill.

- **Tardiness**

It is important that children arrive on time for school. Children are tardy at 9:15 a.m. A "tardy" child not only disrupts the class when arriving late, he/she also misses the settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. When it is unavoidable and a child is tardy, he/she will sign in at the office before going to class.

- **Extended Absences**

If the need for an extended absence occurs, parents need to inform the principal and teacher that the student will be missing school for three days or more for a planned event. The teacher can indicate what make-up work the child must complete. The teacher is not required to replicate the learning experiences that will be covered in the classroom. Tasks such as completing a book with a response log, maintaining a written journal, and completing math worksheets may be given.

- **Dismissal from School During the School Day**

If you need to pick up your child before the school day ends, please do so before 3:45. After 3:45 pm, you will have to wait until the bell rings at 4:00 pm. If at all possible, schedule appointments outside the school day to avoid missing valuable classroom time. If you are picking your child up early, please call the main office, and we will call them out of class and walk them out to you. **Students will not be released between 3:45 and 4:00.**

## **Childcare**

We have an amazing BASE (Before and After School) program at Sage Canyon. Please see their [website](#) for information.

## **Concerns**

Should you have a concern with your child's teacher, we encourage you to communicate directly with them first. If the problem persists or is not resolved, please contact Mandy Hill and Kelsey Shoultz.

## **Dress Code**

Students should be dressed in a clean, neat, and appropriate manner for school. Each student is expected to follow these guidelines:

- No see-through, mesh clothing, halter tops, oversized tops, tube tops, strapless tops, spaghetti strap tops, or extremely low-cut shirts are allowed. Bare midriffs are not to be shown.
- No shoe taps, skate-shoes (heelies), or bare feet are allowed.
- Students need to wear appropriate footwear for gym class and for cold weather.
- Clothing that contains pictures, emblems, or writings that are suggestive, lewd, offensive, vulgar, or obscene, that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substances that are associated with gangs, or that promote racism are prohibited under district policy.
- Special days are designated throughout the year to build class or school spirit and students may dress accordingly.

*One simple guideline to consider: If you are questioning whether apparel might be unacceptable, don't wear it to school.*

## **Homework**

Please note that our homework policy has been updated. Homework is currently part of our expectations at Sage Canyon. Reading is the most important homework and should be done nightly either with an adult or individually. Students may have additional homework assignments Monday through Thursday evening. These assignments will either be work that reinforces what was previously taught in class or incomplete classwork. Additionally, we may be asking students to complete iReady lessons at home, as assigned by their teacher. Should your child need a device to do this at home, please let your teacher know.

### **Lost and Found**

Stray things are left at school every day. We have a lost and found for clothes, jackets, hats, etc. in the lobby. We donate these items to the Help and Hope Center quarterly, before breaks, and will make sure parents are informed before we do so in order for parents to look for their children's lost items. A second lost and found for small things like money, cell phones, and jewelry is located in the office. We highly recommend that student names are written on the inside of all jackets.

### **MEALS**

#### **Lunch**

The Lunch Menu can be found [here](#). Having a special adult come to lunch can be a fun experience for students. One takeaway during Covid was how important eating with peers and classmates can be as well. If you would like to eat lunch with your child, you are more than welcome, but we ask that this happens only once a week. Please sign in at the office and wait in the lobby for your child's class to come down for lunch.

Students may always pay cash for lunch or just milk. Every child also has an account number they 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. To pay for lunches using a credit card, please go to Parent Portal and follow the link to Nutrition Services. If a child runs out of money on their lunch account they are still able to buy lunch and the account will be debited.

#### **Lunches from Home**

Students may bring lunch from home, including a beverage. They may also buy milk at school. Food should be ready-to-eat as we cannot microwave or prepare any food for students.

#### **Sharing Food**

Due to the various sensitivities that students have, we do not allow food sharing in the cafeteria.

#### **Student Allergies**

We have many students that have sensitivities to certain foods all the way to life-threatening allergies. Our policy is to teach students to not share food and keep the food that they are eating in their area to alleviate any issue with cross-contamination. We designate a table in our lunchroom for students that have any of these issues. This table is monitored by the lunch staff, and students are given reminders that peanuts cannot be consumed at this table nor can food be passed around. This table is wiped down after each meal; however, parents may send a placemat with their child to use if they prefer. If there are special accommodations that need to be made outside of these, please contact the office to speak to an administrator.

## **Student Health**

### **Medication Policy**

Strict laws and rules regarding the dispensation of any kind of medication at school govern public schools. Parents whose children require medication must provide the school with a form (available in the school office) signed by their doctor that specifies exactly what medication and what dosage the child is to receive. All medication is kept in the school office in a locked cabinet and is dispensed only by trained office personnel. The office keeps a log of all medications dispensed at school and will notify parents when a child's prescription is running low.

***\*\*Students are not to bring any kind of prescription or over-the-counter medication from home other than a single day's supply of cough drops.***

### **Illness and Fever**

Children who complain of illness are sent to the school health room. It is district policy to send children home who have a temperature of 100 degrees or more or if he/she appears unable to participate in the classroom activities. Your child must be fever-free without Tylenol or other medications for 24 hours before returning to school. Children must be free from diarrhea and vomiting for 24 hours from the time it ends before returning to school. ***Sage Canyon will no longer give a Perfect Attendance Award, and we thank you for helping us keep our school healthy!***

### **Health Assistant**

Our health room assistant, Yuki Blanc, manages the health room. She has received special training (First Aid, CPR, Universal Precautions). She is not a nurse and cannot diagnose medical problems. A consulting RN, Melissa Toborg, oversees the training of our office staff and our student health records. She is at Sage Canyon on a regular basis but does have other schools she is responsible for as well.

### **Tylenol Procedures for DCSD Elementary Schools**

Parents must provide a medication order signed by their Healthcare Provider in order for their student to receive Tylenol at school.

### **Students with Food Allergies**

There are times when food is consumed in the classroom, daily snacks, lunch with the teacher, or for special occasions. If your child has a food allergy please let the teacher know, in addition to writing it on their health summary form when you register your child each school year. If needed, we will hang a sign outside the classroom door designating which allergens are being asked to not come into the classroom due to students that are allergic. While we ask parents to abide by this sign, it can be difficult to enforce since students do not pack their lunches or snacks. Each teacher will have a procedure for consuming food in their classroom to ensure all students are kept safe.

### **Parent Organizations**

The Sage Canyon Parent-Teacher Organization (PTO) is a chapter of the Douglas County Educational Foundation (DCEF). Its purpose is to promote positive relationships between our parents, students, and staff, sponsor school events and raise funds for school projects. An elected board governs the PTO. Board and general membership meetings alternate monthly and will be listed on the SGCE community calendar on our website. These meetings will be held on the first Wednesday of each month, at 5:30 pm in the SGCE library.

The Sage Canyon School Advisory Council (SAC) is composed of parents and staff who assist in defining Sage Canyon's improvement goals and developing plans to increase student achievement. SAC meets quarterly during the school year, before PTO meetings.

### **Birthday Celebrations**

Birthday celebration treats, which are store-purchased, are welcome at school. We will also announce birthdays and have birthday pencils in the office for all students. Please make sure to connect with your child's teacher regarding birthday treats.

### **Birthday or Party Invitations**

Invitations to private parties will not be distributed at school in a manner that publicly excludes uninvited students. By law and district policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission.

### **Student Deliveries and Birthdays**

Please refrain from sending flowers, balloon arrangements etc. to your children at school. Such gifts will be held in the office until the end of the school day, because they are a distraction in the classroom.

### **Parent Portal**

Parent Portal can be accessed [here](#). Be sure your information is current by logging on to Parent Portal and updating your contact preferences. Make sure Text (SMS) is checked for any phone number/message type that you want to receive texts for early dismissal, school or district information or emergency communication. If you have questions on how to do this please contact the office. Having an active Parent Portal account will also help you when it comes time to view student progress reports.

### **Payments**

All payments for field trips need to be done on the [SGCE web page](#) under Family Resources and through [My School Bucks](#). Money for trips will not be collected at school. For lunch payments, you can also pay online. Please see below.

### **School Lunch Online Payment**

In addition to paying for school lunches at school, you can also pay online at <https://www.myschoolbucks.com>. You can keep track of your child's lunch account balance on the parent portal.

### **Recess**

Every grade level will have two opportunities for outdoor recess a day. If the weather drops below 27 degrees wind chill, we will not be able to have students outside. Outdoor play is important for all children. Please make sure they have dressed appropriately for the weather.

### **Safety at Sage Canyon**

We welcome visitors to Sage Canyon, and we want our students and staff to be safe. All doors are kept locked during the school day.



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 badge** during their visit. You will be required to be processed through our Raptor program and provided with a sticker that must be worn at all times within the building. Please be prepared to show your ID as you enter the building for this check-in process. When staff members are unsure of the identity of a visitor, we will ask for identification.

**Please do not seek access at any other door.** This includes coming to the back parking lot. Unless you are picking your child up from Mrs. S. or Ms. Amy, NO VISITORS will be allowed in the back parking lots. Sage Canyon has emergency plans for fire, natural disasters, an emergency outside, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. While we will give parents information to have conversations with their children, we do keep a number of our safety measures confidential for security purposes. Please visit our [DCSD Security Webpage](#) for additional information.

Our full-time counselor, Katie Coyne, is on-site and is available to all students to support their social-emotional well-being. Our counselor will be in classrooms conducting whole and small group lessons. There may be times they pull small groups outside the classroom depending on the need.

We also are very fortunate to have Officer Troy Stembel with CRPD serve as our School Resource Officer. Officer Stembel checks in with our school daily and will often be seen around the school.

We will ask that parents say goodbye to their students outside of the school in the morning. If you do need to walk your child to class, you will be required to check-in at the office for a visitor tag.

If students are checked out during the school day, we will call them to the office and walk them out to you outside.

### **Snacks**

Snacks and a water bottle are encouraged to be sent to school with students. Water should be the only drink students have at school during the day unless medically necessary.

### **Connections (Specials)**

Connections (formerly Specials) are a critical part of a well-rounded student. We are proud to offer Art, Library, Music, and PE to our students. Students will rotate through and have a different class for connections daily.

### **Student Cell Phones**

Students are welcome to bring their cell phones to school, but these will need to be stored in their backpacks during the day. If a student is sick, they need to go to their teacher and then the office rather than just simply texting or calling their parents. Additionally, if students have smart watches, we ask that they be put on the "Do Not Disturb" setting in the classroom and that they do not send or receive text messages during the school day. If you have a message that is urgent to get to your child please call the office and we relay the message. If Smart Watches are a distraction in the classroom, your child's teacher and or administrator may ask that they be left at home.

### **Student Property**

Problems often arise when articles are brought to school that are hazardous or interferes 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; no outside playground equipment is allowed. Toys and items such as skateboards, roller blades, radios, and other electronic devices are not permitted at school. We cannot be responsible for any loss or damage to students' personal property.

### **Visitors**

We are excited to welcome visitors back to Sage Canyon this year. Visitors will need to check in to the office and be cleared through our security system. Additionally, visitors must be wearing a visitor sticker after checking in through the office.

If you need to talk to a teacher, please arrange a meeting prior to arriving at school. Teachers are expected to be with their class during the day and cannot accommodate drop-in meetings.

Should you need to bring your child something during the day, please call the office and we will meet you and get it to your student.

Teachers will set their own volunteer schedules and will send information out to their class when they are ready.

### **Weather and School Delay or Cancellation**

In the event of inclement weather or other circumstances, schools may be canceled for the day. Announcements are made on television, radio stations, [the district website](#), and the district weather hotline (303-387-7669). Make sure you have updated preferences in Parent Portal to receive notifications as well. If Sage Canyon is delayed 90 minutes, we will begin school at 10:40.

In the fall and spring in Colorado, a lightning dismissal may become necessary. This will occur when lightning strikes within 7 miles of Sage Canyon and it is not safe to have staff and students outside waiting. ***During this time, we will ask parents to come into the building, head directly to their child's classroom, and sign their child out.*** Please make sure emergency contacts are updated in case someone else needs to pick up your student. Once the storm is clear and lightning has moved farther than 7 miles for 30 minutes, we can release walkers or bike riders who are still waiting.

***\*Once the decision to call a lightning dismissal is made, you will receive all emergency notifications via email, text, and phone. Please make sure to check the settings you would like to receive.***

### **Wheels (Bicycles, Scooters, Inline Skates, Skate Shoes, Skateboards, etc.)**

Students may ride bicycles, scooters or skateboards to school. It is the responsibility and decision of the parents to determine whether or not to allow their children to ride to and from school. ***For safety reasons, bicycles, skateboards, and scooters must be walked on school property whenever other people are nearby.*** Scooters and skateboards are often similar in style and should be labeled with the child's name. Locking the bicycle and scooter in the school racks is the responsibility of the student. Students should always wear a helmet when riding a bicycle or scooter and obey all safety/traffic rules. Wheels of all other kinds are not allowed on school grounds. There are bike racks located around the school for students to lock up their wheels.