

**Family Guidebook  
School Year  
2016- 2017**

At Aspen Crossing Elementary,  
We are a Caring Community,  
Where all children are empowered  
to explore, learn, and achieve.

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Aspen Crossing Elementary  
4655 South Himalaya Street  
Aurora, CO 80015

Scott Schleich, Principal  
Diantha Maxwell, Office Manager  
Denise Jensen, Secretary

## Aspen Crossing Family Guide

### Contact Information



#### Telephone Numbers

Office: 720-886-3700  
Fax: 720-886-3788  
Attendance Line: 720-886-3795  
Child Care: 720-886-3742



#### Hours

Office hours: 7:30 a.m. - 4:00 p.m.  
School hours: 9:00 a.m. - 3:30 p.m.  
Morning Kindergarten: 9:00 - 11:40 a.m.  
Afternoon Kindergarten: 12:50 - 3:30 p.m.  
Students are not allowed on campus before 8:50 a.m. or after 3:35 p.m. unless they are involved in a supervised school activity



#### Other Ways To Connect With Us

Aspen Crossing website: [www.ace.ccsd.k12.co.us](http://www.ace.ccsd.k12.co.us)  
Staff e-mail: FirstInitialLastName@cherrycreekschools.org  
Staff Voice Mail: 720-886-3700



#### CCSD Information

Central Office: 303-773-1184  
Transportation: 720-886-7400  
Weather Hotline: 720-554-4703  
CCSD Website: <http://www.ccsd.k12.co.us>

*Please notify us immediately of any home or work phone number changes.*

**Keep Us Current**

## Attendance

Regular attendance is essential for success at school. Our goal is for every student to attend school 96% of the time, which means missing a total of seven or fewer days during the school year. 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. The discussions and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or emergency. **If your child will be absent, please call the school attendance line, 720-886-3795, and prior to 9:15 a.m. and leave the following information:**



**Child's name                      •date(s) of absence    •teacher**  
**Parent's name                    •reason for absence**

**Students who do not miss a minute of school will be recognized each trimester for Perfect Attendance.**

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 homework, please notify the office by 11:00 a.m. and it will be available after school. Please do not interrupt the classroom teacher with this request.



### Tardies

It is important that children arrive on time for school. A "tardy" child not only disrupts the class when arriving late, he/she also misses 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 must sign in at the office before going to class.** The office will remove them from the absence list. The student also needs to take an admit slip to the teacher.

### Extended Absences

If a parent informs the teacher that the student will be missing school for three days or more for a planned event (e.g., vacation, family reunion), 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. Tasks such as completing a book with a response log, maintaining a written journal, and completing math worksheets may be given. Parents are requested to pick up a district request form for extended absences. Early departures from school will be reported as a part of attendance reporting on the student's progress report.

### Dismissal from School during the School Day

Parents may request that students be excused from school prior to dismissal. Parents are asked to send a note stating who will be picking up the child and at what time. Parents/Designees are to

## Behavior Matrix

		SETTINGS			
All Settings		Before/After School	Hallways	Library	
Achieve	Stay safe *walk *settle conflicts with words (“I” messages, positive tone of voice) *use appropriate language Take responsibility for your actions	Cross at the crosswalk Enter building on time *no sooner than 8:50 *8:35 for breakfast Breakfast students walk through to classrooms K students will line up at the K-1 door	Walk safely Watch where you’re going Stay to the right Have a purpose Get there promptly	Study, Read, Compute Only use the library when an adult is present Take ownership for damage or lost books	
Care	Respect yourself & others Leave shared areas ready for the next person Tell adults if students or yourself are in danger	Be on time Greet peers & adults Be a buddy to peers Follow bus rules *be quiet, be seated, be respectful	Voices off Hands to your self Bodies & feet to your self Keep an appropriate distance in line	Use low voices Use kind words with other students and adults Treat books with care	
Explore	Include others Make new friends	Go directly home from school & check in Follow the rules of the road. Make sure your adult knows where you are Participate in available extra-curricular activities	Have a pass from your teacher Keep backpacks and coats hanging neatly Take personal items home daily Admire displays with eyes only	Try new genre Use shelf marker Bring books on your library day	

EXPECTATION

		SETTINGS			
All Settings		Playground	Restrooms	Assembly	
Achieve	Enter in orderly manner Walk Take only what you’re going to eat Stay seated while eating Lights off = Voices off	Stay Safe *use equipment safely *stay in boundaries so adults can see you *keep rocks, etc on ground	Flush Wash your hands Return to class promptly	Sit in one spot Participate appropriately with the ACE chant Enter and exit quickly	
Care	Use good table manners Clean your place Indoor voices Respect the “Peanut Free Zone”	Treat others the way you want to be treated Play fair Put away playground balls & equipment	Keep it clean Wipe up spills Throw away trash Respect other’s privacy Report concerns to teacher	Use appropriate applause Keep your hands to yourself Be a good role model for others	
Explore	Sit anywhere Include everyone Raise hand to be dismissed	Line up quickly when the whistle blows Leave food & toys inside	Nope, not here Get back to class so you can continue exploring	Listen & watch Keep an open mind	

EXPECTATION

### **Responsibilities of the Parents:**

Review the school and District rules and discipline policy with your child.

Emphasize to your child the importance of appropriate behavior and good attendance at school.

Make sure your child is in school on time every day.

Contact the classroom teacher to discuss problems your child is having at school.

If corrective measures are necessary, parents are encouraged to work with teachers and administrators to design and implement a course of action which will address individual needs and which can be initiated at the school and reinforced at home.

### **Responsibilities of the Teachers:**

Clearly communicate the classroom discipline policy to the students, parents, and principal.

Post classroom expectations.

Enforce the discipline policy fairly and consistently using appropriate consequences.

Give positive reinforcement.

Communicate with parents when a student is having difficulty following the rules.

Document inappropriate behavior.

### **Responsibilities of the School Administrator:**

Establish the school-wide discipline policy.

Work closely with parents and teachers to promote and reinforce the school discipline plan.

Provide support and guidance when appropriate behavior has not been corrected through classroom procedures.

A copy of the Cherry Creek School District Codes of Conduct and Discipline goes home annually with each student for review by parents and children, and is also available on the District website. This booklet clarifies the District's discipline plan. Please refer to it for more information.

### **Aspen Crossing Disciplinary Action**

When a student does not exhibit behaviors that demonstrate respect and responsibility, appropriate consequences will be given. These consequences depend on the nature, seriousness, and/or frequency of the problem. They may include apologizing, missing a recess, correcting a mistake, staying after school, replacing broken or stolen property, time-out in the office, losing use of equipment, community service, parent conference, a behavior plan, and in- or out-of-school suspension. While the staff prefers to focus on the positive, it is important to know that certain behaviors will not be tolerated.

### **Serious Infractions**

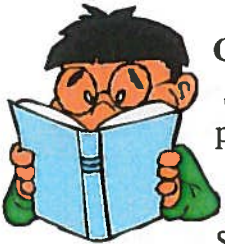
- Referral to the office will be made for serious infractions:
- injury or intent to injure another student
- theft
- weapons
- vandalism
- possession, usage or distribution of controlled or illegal substances such as drugs or alcohol or presenting benign substances as such
- harassment or bully behavior - sexual, gender, racial, ethnic
- purposeful destruction of property
- fire play

## What We Know About Successful Students

We also want to express our appreciation to students who behave well and work hard. Over the years, we have noted that most successful students have many characteristics and behaviors in common.

### Most Successful Students

- Want to learn
- Study
- Attend school unless they are ill
- Have good work habits
- Come to class prepared
- Are engaged in activities in addition to classes
- Dress appropriately
- Are punctual
- Treat people and property with respect
- Are supported by their families and rooted in family values
- Are well fed and rested
- Are optimistic about themselves and their future
- Care about their physical condition
- Express opinions in an appropriate manner
- Accept responsibility for the consequences of their actions or inactions
- Maintain an environment free from emotional and physical harm
- Behave in a manner which fosters a positive school environment conducive to learning
- Communicate effectively
- Accept the unique attributes and qualities of every individual
- Smile and laugh often



### Care of School Property

Students are held responsible for the loss of or damage to, textbooks, library books, and school property. According to District policy, the full cost of these items will be collected. All school books checked out for students to use at home should be covered and carried in a backpack.

Students are also expected to care for our school grounds by staying on sidewalks, treating plants properly, and playing only in the designated areas.

### Checks

For safety and accounting purposes, parents should only send checks to school. We are not able to accept cash. Please send separate checks for each child and each purpose. Please make checks out to Aspen Crossing Elementary and include the student's name and the purpose of the check (e.g., field trip, book order, etc.). Lunch checks should include the student's name and PIN number, and should be payable to Food Services-ACE.



## Website

Our school website is a comprehensive, information-filled site that is updated as needed. You can find the website at [www.aspencrossing.cherrycreekschools.org](http://www.aspencrossing.cherrycreekschools.org)

## Thursday Folders

Each student will have a folder to take home on Thursday containing newsletters, class work, and other communications. Parents are asked to sign in the student's planner that they have received the folder.

## Planners

Planners are used for listing daily work assignments for students in grades first through fifth. Teachers and parents can also use the planner as a communication tool about behavior or work habits. Replacement planners may be purchased at the full cost of \$10.00.

## Parent Conferences

Goal-Setting conferences between the teacher and parent are held during the first three weeks of the school year. These conferences provide time for you to share information about your child, visit with the teacher, and set learning and behavior goals. Two additional parent-teacher conferences are held during the first two trimesters. If you are unable to attend the scheduled conference, a phone conference will then be scheduled. Parents may meet with a teacher at any other time during the year upon request.



## Parent Visitation

Our parents have an open invitation to visit the classrooms of their children. Please contact the teacher prior to your visit to ensure a mutually agreeable time. Visits should be limited to 20-30 minutes. **Please remember to bring a Colorado Driver's License, or state issued ID with you when you come to visit the building.**

## School Visits from Friends, Older Students, and Relatives

We cannot allow students to have visitors in their classrooms other than their parents. Visiting cousins, aunts, uncles, siblings, and friends who do not attend Aspen Crossing may not come to school, unless a special event has been planned.

## Dress Code

Modesty, cleanliness, neatness, and appropriateness are the standards which should be observed by all students in their personal dress and grooming. Each student is expected to follow these guidelines:

## Hair

Hair should be clean and neatly groomed. Extreme styles (e.g., hair dyed orange or blue, Mohawk) that might disrupt normal school procedures will not be allowed. Hats, caps, or visors may be worn outside only.



## **Drop-Off and Pick -Up Procedures**

We are fortunate that our school buses and child care vans will use Himalaya Street in our designated bus and daycare van lane. **Only these vehicles are to use these lanes during the school day both during morning arrival and afternoon dismissal.** The other side of our school will be utilized by private vehicles and our parking lot on the side of the school facing Ireland. This will help ease traffic congestion and reduce safety hazards.

When people who are transporting children by private car work together, our car drop-off/pickup area will be organized and safe. When dropping off and picking up children, there is only one entrance / exit to the parking lot. After entering the parking lot, proceed in single-file line to the "Kiss and Go Zone". Pull as far forward as possible after entering this area so we can accommodate as many vehicles as possible. **Please do not park or stop to unload children in a "Crosswalk"**. When the first car reaches the spot with the large curb cut beyond the flagpole, students may load or unload on the sidewalk side of the car. The "Kiss and Go" lane is a continuously moving lane of traffic. NO parking is allowed and the driver should stay inside the vehicle at all times. If you choose, you may park in a legal parking spot and walk your child to the building. We cannot allow children to walk through the parking lot unattended. Fire Zone, No Parking signs and Drop-Off Zone signs are enforced by the Arapahoe County Sheriff Department. As such, double parking on a street can result in ticketing by law enforcement. Help keep our children safe by pulling forward to an opening and park at the curb.

We will allow children to be dropped off at 8:45 a.m. Please do not drop off children before this time as there will be no adult supervision. As children arrive, they need to proceed to their designated, grade level entry door where they may walk quietly to their classroom to begin the check in process. Students will only be allowed to enter through the front door if it is later than 8:55, below 20 degrees, and/or raining or snowing. There is no playing on the school grounds during morning arrival.

Our first bell rings at 8:50 a.m. with a reminder bell ringing at 8:55 a.m. This means children are to be walking in the building with their classmates at 8:50. Children are to be in their classrooms at 9:00 a.m. Children arriving at school after 9:00 a.m. are considered tardy and need to sign in at the office. At the end of the day, the dismissal bell will ring at 3:30 p.m., and all students should be picked up by 3:30 p.m. There are several after school meetings involving staff, therefore all students need to be supervised by their parents or daycare programs starting at the 3:30 dismissal time.

**PLEASE DRIVE SLOWLY AND CAUTIOUSLY AT ALL TIMES IN OUR SCHOOL ZONE. THE FRONT LOT PROVIDES THE SAFEST LOCATION FOR STUDENT DROP-OFF.**

## **Field Trips**

Teachers may schedule field trips that enhance classroom learning. The cost of these trips is covered by parents. The Transportation Department has established a bus fee for each child for each trip. This is in addition to any admission cost at the venue.

## Homework Responsibilities

Student	Teacher	Parent
<p>Take responsibility for completion of homework.            Take responsibility for understanding assignment and asking questions when you don't.            Use planner to record homework assignments (grades 1-5).            Take all necessary materials home with you.            Bring finished work to school and turn it in.</p> <p><b>Establish a homework schedule and routine.</b></p>	<p>Consider the unique needs of each student.            Provide a system for feedback on homework assignments.            Inform students of assigned work, due dates, and expectations.            Make sure each student understands the assignment.            Encourage students' efforts in completing homework and be sensitive to problems and frustrations.            Does not ask parents to play a formal instructional role.            Consider impact of long-term projects on daily homework assignments.            Communicate with parents regarding concerns or problems.</p> <p><b>Communicate classroom homework expectations.</b></p>	<p>Provide a workspace and schedule for the completion of homework.            Provide feedback and encouragement.            Avoid doing homework for your child or assuming responsibility for unfinished homework.            Encourage your child's effort in completing homework and be sensitive to problems and frustrations.            Give permission to stop if your child is overly frustrated.            Communicate with teachers regarding concerns or problems.</p> <p><b>Reinforce skills learned at school at home.</b></p>

## Keeping Children After School

As many of our students ride the bus or are picked up by parents, it is crucial that prior arrangements are made between teacher and parents, and that transportation is provided by the parent or designee.

## Lost and Found

Children's personal items (coats, gloves, backpacks, etc.) should be clearly marked for identification. Lost and Found bins are located near the Dining Room. At the end of each trimester, lost items will be displayed to assist students in claiming them. Unclaimed items are then donated to charity. Small items such as glasses, jewelry, keys, etc., are kept in the school office.

## Lunch Program

### Prices

**Breakfast**

**\$1.75**

**Student Lunch w/ milk**

**\$2.90**



There are multiple lunch choices every day. Please visit the Student Nutrition site on the District website for monthly menu choices.

## Parents Welcome in the Respectaurant

Please come and have lunch with your child. So that we have an accurate count of the lunches to be prepared that day, please call the school Food Service Manager at 720-886-3743 by 9:30 a.m. to let us know you will be eating a school lunch.

## Payment for Lunches

Every child also 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. If your child's account falls into a negative balance you will receive a phone call from Food Service letting you know. Your student will be served a cheese sandwich and milk until the account has funds available. PLEASE monitor your child's account, as it can be very distressing for a child to learn that he/she doesn't have enough money in the account for lunch.

## Snacks at Lunch

A limited number of snacks can be purchased. These snacks may not leave the Respectaurant. The cost is generally 75¢ per item.

## Lunches from Home

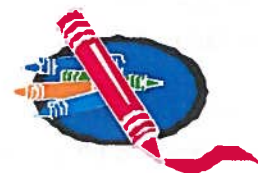
Students may bring lunch from home, including a beverage. They may also buy milk at school. Food should be ready-to-eat as we cannot microwave or prepare any food for students. Students may bring water or clear liquids, they are asked to **not bring any red, orange, or purple colored beverages** in their lunch.

## Classrooms

Our classrooms provide our students with a wide variety of experiences that are challenging and differentiated. Our math program, *Bridges Math*, is used throughout our District. It is nationally recognized, and is the only elementary math program recommended by the National Council of Teachers of Mathematics (NCTM). Reading and Writing instruction allow each child to receive instruction at his or her level, to be active practitioners, and to develop independent skills. We utilize the Houghton-Mifflin reading series, *Literacy for a Lifetime*, in addition to leveled books and *RAZ Kids* and *Reading A-Z*. Writing instruction teaches students the traits of writing using *Write from the Beginning* and *Thinking Maps*, and how to engage in the writing process of drafting, revising, editing, publishing, and sharing their work. Spelling, handwriting, and phonics are integrated within our daily reading and writing curricula, as are Social Studies and *FOSS Science/Science Notebooks*. Spelling and vocabulary skills, phonics and handwriting are presented through *CR Success*.

## Specials

Specials programs are provided to students on a rotating basis in Kindergarten through Fifth grades. Our Specials include Art, Library, Music, Physical Education, and Programming/Technology.



## Special Education Services

Cherry Creek Schools offers special programs for students with learning, speech/language, emotional and physical disabilities. If you believe your child needs the services of these programs, please contact your child's teacher for more information. Our Learning Support Specialists will work directly with the classroom teachers in providing instructional support within the classroom through our intervention model.

## Reading Support

Our students will receive intervention based upon assessment and skill based instructional groups. Our parallel block / intervention will provide extended learning opportunities for designated students. Our Middle Grade Funding will involve our proficiency center teacher working in small group instruction with our intermediate age students. Our educational assistants will support reading instruction within the classroom during our identified intervention schedule.

## Enrichment Program

Within our intervention schedule, students identified for extension and enrichment will work with our Enrichment Teacher to extend their learning and application of knowledge through research, technology, fine arts, and public speaking. Formally identified students in addition to students referred by the classroom teachers will receive enrichment through our intervention schedule.



## Out of School Enrichment Opportunities

Aspen Crossing supports and seeks enrichment activities outside of the school day for its students. At this time, these include Choir, Student Council, Intramurals, Fine Arts Club, Spanish Club, Science Club, Lego Club, Lego Robotics and Space Club. We are interested in adding more activities as opportunities present themselves. Please look for more information and opportunities throughout the school year.

## Equipment

Use the equipment for what and where it is intended.

Do not bring toys or play equipment from home.

Take turns on the equipment and with the balls, hoops, and ropes.

Do not jump off the playground towers, slides, or swings.

Only one person on a swing at a time.

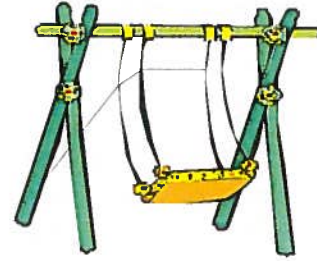
Swing straight forward and back (no swinging side-to-side or twisting).

No "underdog" pushing.

No standing on any swings.

No saving swings.

If you are "counting" to get a turn on the swings, one forward/backward movement counts as one swing. One turn = 50 swings



## ACE Expectations for Assemblies - Daytime and Evening

Walk in quietly and sit down where directed, with legs crossed if seated on the floor.

Keep hands and feet to yourself.

Participate in the ACE Chant and get quiet immediately.

Be attentive during the assembly and stay seated.

Clapping to show appreciation is acceptable. Booing, whistling, hooting or other rude behavior is not acceptable.

Staff members are responsible for monitoring student behavior during daytime assemblies. **We ask that parents assume this responsibility for evening events, and students must have adult supervision to attend.**

## Student Conduct on School Buses

Students are expected to observe the following rules of safety and conduct when using District transportation:

- Students must meet the bus promptly, follow reasonable instructions of the driver, and respect fellow passengers.
- Students shall cross the roadway in front of the stopped school bus in full view of the driver.
- To avoid creating distractions to the drivers, students must remain quiet at railroad crossings and bus loading/unloading zones.
- Students must remain seated, face forward, and keep the aisles clear. Paper or other debris is not to be left on the bus. Students may talk quietly and will make no loud, distracting noises.
- Students shall not use profanity or make obscene gestures to the driver or passengers.
- Students must not throw anything inside or outside the bus. Students shall not abuse other students, their property, or District property, nor shall they trespass on private property.
- Students are not allowed to smoke, use, or chew tobacco or tobacco products, nor use or bring alcohol or illegal drugs on buses.
- Permission to board or leave the bus at other than the scheduled stop must be cleared by Transportation, the principal, parent or guardian, and written permission must be presented to the driver. Only authorized students and school personnel may board or ride the bus.
- No dangerous weapons or objects, animals, or insects will be allowed to be carried on the bus. Items too large to be held in the lap or below the seats will not be permitted on the bus.
- Being rude/disrespectful to the bus driver or engaging in behavior that distracts the driver, including changing seats while the bus is in motion, will subject the student to disciplinary action in accordance with District policy.
- Lighting matches, lighters, or firecrackers inside the bus, or inflicting bodily harm upon another person may warrant immediate suspension of bus riding privileges.
- Opening or exiting the rear emergency door may warrant immediate suspension of bus riding privileges.

## Volunteers

Parent volunteers are always needed in our school. Volunteers may work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers also help in the library or with special events such as field trips. Parents are requested not to volunteer in the classrooms during the first two weeks of school to allow students the necessary time to adjust to their new environment. Please record your visits in your student's SMART File.

## Weather

Our normal school day can be affected by the weather. School closures and delays are made with student safety foremost in mind. There are four types of weather-related events:

### School Cancellation

In the event of inclement weather or other circumstances, school may be canceled for the day. This decision is made by the central administration of the school district, not by the school principal. A decision is made to close the entire district or just the specific geographic areas that are affected. **Announcements are made on television, radio stations, the district/school website, and the district weather hotline.** The school district will also make a telephone call to all families via the District's Connect Ed phone. Families are responsible for learning of a snow day through these sources. **PLEASE DO NOT CALL THE SCHOOL.**

### Delayed Start



This type of delay 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 Aspen Crossing, this means school starts at 10:00 a.m. All before school activities will be canceled when there is a delayed start.** The decision for a delayed dismissal is also made by the school district, not the principal, and announcements are made on television, radio, the district website, and district weather hotline as well as a Connect Ed phone call. Once again, families are responsible for learning of a delayed start and sending children 1 hour later than usual.

### 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 Emergency School Closure Form instructions that each parent has filled out and turned in to the classroom teacher. Please keep this information updated.

### Delayed Dismissal

In the event of unsafe weather conditions at Aspen Crossing, the principal or designee will decide to delay dismissal. This is not something we can plan in advance - often the decision is made 10 - 20 minutes before school ends. In this event, students and staff again follow the Emergency School Closure Form instructions that each parent has filled out and turned in to the classroom teacher.