

Eldorado K-8

Family Handbook 2008-2009

Principal:

Barbara Watson (Interim)
Robyn Hamasaki

Assistant Principals:

Lora de la Cruz
Barbara Watson
Craig Christopher (Interim)

Counselors:

Megan McI
Bruce Rose

Mission Statement

Eldorado K-8 is a community centerpiece where all minds are opened to lifelong learning and achievement through innovative and challenging educational experiences.

Eldorado K-8

Website: <http://schools.bvsd.org/eldorado/>

Believes in high expectations and success for all students. We will provide learning experiences to meet the unique and diverse needs and strengths of each learner so that each child achieves his/her "personal best".

Provides a well-balanced and challenging curriculum that supports the interests of students and reflects our commitment to the highest academic standards.

Provides a safe physical, social and emotional environment in which all members of the school community feel cared for and connected.

Is committed to creating a unified and cohesive learning community through cross grade level collaboration and K-12 articulation.

Is committed to creating powerful partnership in learning with our students, teachers and staff, our families, our community (city and business) and the world in which we live.

Supports ongoing professional development for staff to ensure that our students are provided the very best educational experience.

**3351 South Indiana Street
Superior, CO 80027
Phone: 720-304-6524
Fax: 720-304-6686
Attendance Line: (24 hrs) 303-447-5518
Counseling: 720-304-6738
Anonymous Tip Line: 303-245-5949**



Eldorado K-8 Handbook

Take Care of Me • Take Care of Us • Take Care of Our Community

Dear Eldorado K-8 Families:

Welcome to Eldorado K-8! We are proud of our award-winning school, its staff, our student body and the families who support our work. The staff at Eldorado is dedicated to helping your child develop a positive self-image, while nurturing a love of learning and building a strong academic foundation. The quote, "Prepare the child for the path, not the path for the child" is one that we embrace. We believe in high standards of performance for all students, respect for diversity, responsibility for one's actions, and cooperative behavior throughout our K-8 learning community.

We invite you to be active participants in your child's education. Family members are encouraged to volunteer in the classrooms, library, health room and labs whenever your

schedule permits. Parent-teacher conferences will be held twice this year for all of our students: once in the fall and again in the spring. During conferences you and your child's teachers will review your child's progress and together, you and the teacher will discuss goals that best meet the needs of your child. We will offer written feedback throughout the year in the form of trimester report cards. Progress grades at the middle level will be updated through Infinite Campus parent portal, and dates are listed in the back of this handbook as well as on the school website. Teacher communications and our monthly school newsletter, *The Eldorado Eagle*, will inform families of classroom activities and school-wide events. Eldorado K-8 has committees where parent participation and input are critical and valued. The success of the School Improvement Team at Eldorado and the Talented and Gifted

Team depends on the combined efforts of the school and community. The School Improvement Team (SIT) is a team consisting of staff and community members that monitor our school-wide achievement, equity, and organizational goals. Community members are also invited to represent Eldorado K-8 on the District-wide Parent Council and Accountability committees. The Soaring Eagles Alliance (SEA) is another excellent way to support our school. Lastly, we always value comments and input from parents and the community. Please feel free to share your ideas as we meet in the hallways of the school or schedule an appointment to discuss more serious concerns.

This Eldorado K-8 handbook was prepared for our families to provide information regarding policies and programs at Eldorado K-8. The staff at Eldorado takes seriously its responsibility to keep all of our students safe. Students and parents are responsible for reviewing the handbook and for knowing the behavioral expectations outlined within its pages. We encourage you to read through the handbook as a family. Should you have any questions regarding this information or any other issues, please call the school office. We are committed to working with you to assure success for all of our students during this 2008-2009 school year!
Respectfully,

Robyn R. Hamasaki, Principal
Welcome – we look forward to an exciting year of learning ahead for all of us!

School Identity

- Motto: Dare to Soar!
- Colors: Purple, Gold, & White
- Mascot: "Rocky" the Eagle

Kindergarten School Hours

Monkeys (mornings)	8:45 am – 11:30 pm
Turtles (afternoons)	12:35 pm – 3:20 pm
K-CARE – Turtles a.m.	8:45 am – 11:30 pm
K-CARE – Monkeys p.m.	12:35 pm – 3:25 pm

First – Eighth Grade School Hours

First through Fifth Grade	8:45 am – 3:25 pm
Sixth through Eighth Grade	8:40 am – 3:30 pm

School Address

Eldorado K-8
3351 South Indiana Street
Superior, Colorado 80027

Office Information

Hours: 8:00 AM to 4:00 PM
Phone: 720-304-6524
FAX: 720-304-6686
Counseling: 720-304-6738
Attendance: 303-447-5518

People to Contact:

- Robyn R. Hamasaki, Principal
- Barbara Watson, Interim Principal
- Lora de la Cruz, Assistant Principal
- Craig Christopher, Interim Assistant Principal
- Megan McDonald, Counselor
- Bruce Rose, Counselor

- Patty Brewer, Principal's Assistant
- Cathy Queen, Registrar
- Deth Stalter, Support Assistant
- Maureen Novitsky, Support Assistant
- Bobby Alvarado, Head Custodian

Purpose of Handbook

The purpose of this handbook is to provide students, teachers, staff, parents, and the community a guide for successfully navigating the Eldorado K-8 journey. It is not meant to be a list of rules, but a statement of who we are and what we value.

Eldorado Mission Statement

Eldorado K-8 is a community centerpiece where all minds are opened to lifelong learning and achievement through innovative and challenging educational experiences.

Eldorado Vision

Eldorado K-8...

...Believes in high expectations and success for all students. We will provide learning experiences to meet the unique and diverse needs and strengths of each learner so that each child achieves his/her "personal best".

...Provides a well-balanced and challenging curriculum that supports the interests of students and reflects our commitment to the highest academic standards.

...Provides a safe physical, social and emotional environment in which all members of the school community feel cared for and connected:

- Every child "belongs" and is valued. Our students' voices are encouraged through meaningful democratic participation. We encourage risk-taking, problem solving, and critical thinking.
- School-wide discipline policies are clearly articulated and consistently enforced. Whenever possible, they will be stated positively and supported by natural consequences.
- Our building is warm, open and welcoming to our families and the community. It is respected and cared for by all.
- Our diversity is one of our greatest strengths. We will treat all people with respect and understanding.
- Staff and students will reflect honor to themselves, to their families and to their community.

...Is committed to creating a unified and cohesive learning community through cross grade level collaboration and K-12 articulation.

Is committed to creating powerful partnerships in learning with

- our students, teachers and staff
- our families

- our community (city and business) and
- our world

...Is committed to ongoing professional development for staff to ensure that our students are provided the very best educational experience.

...Celebrates successes, learns quickly from mistakes, dares to take risks and collaborates whenever possible.

ELDORADO K-8 CITIZENSHIP

Attitudes & Dispositions

We expect all members of the Eldorado K-8 community to display positive attitudes and strive to the utmost level of personal responsibility and respect toward others and property. All members of the Eldorado community are expected to value the worth and uniqueness of each individual and support our policy of nondiscrimination. Those students who make less than positive choices will be responsible for the consequences of those choices. Those consequences can include detention, community service, suspension, expulsion and referral to law enforcement if necessary. Parents will be notified when a student chooses not to respect the expectations of the Eldorado K-8 community.

Arrival Time

For their safety, students should not be dropped off at the school before 8:30 am. At that time, supervision of the playgrounds and the hallways will be provided by staff. Students in grades six - eight will enter the school at 8:30 am and proceed to their first period classes and K-5 students may enjoy a few minutes on the playground. K-5 students will enter the building ready to start their day at 8:45 am.

Drop off/Pick up for 6th, 7th and 8th graders will be in the front of the main school off Indiana St., from 8:20 – 8:30 am and 3:30 to 3:45 pm. The back parking area should not be used by parents or for pick-up or drop off. Please pull as far forward as possible in the front Hug n' Go Lane to assure that all students have access to safe drop-off. As always, students should depart on the curbside of the drop-off lane. Please do NOT double park!

Drop-Off/Pick-up for Kindergarten students will be in the front circle of the school, which we call the Hug n' Go Lane. There will be two staff members to greet students and supervise our Kindergarteners on the playground. When you pull into the Hug n' Go Lane, pull as far forward as possible, give your student a hug, and let them depart from the right side of your vehicle, at the curb. Please do not double park! Supervision is provided during the 10 minute drop off/pick up times. (See page 2 for Kindergarten students)

Drop-Off/Pick up for 1st – 5th Graders is from 8:30 am - 8:45 am and 3:25 pm - 3:30 pm: Students will need to walk around the north side of the building to the playground after being dropped off. There will be two staff members to greet students and supervise before and after school. Students are welcome to enjoy the playground prior to proceeding into the building. Students will enter the building ready to start their day at 8:45 am.

Attendance

Students who attend school regularly learn much more and are motivated to succeed in school. School district policy requires that students are in school unless they are too sick to attend. If parents expect good attendance, then the young people will learn to understand that coming to school is very important.

When students are absent from school, parents are expected to call the **school attendance 24 hour line** prior to 9:30 am to excuse the absence (**303-447-5518**). Our attendance line is a voicemail system that will record your message. If no call is received about an absent student by mid-morning, an automated call will be sent home.

Absences at the 6th, 7th and 8th grade level can be excused or unexcused, based upon district and building policy and the information received from the parent or guardian.

Excused absences are those absences that have been properly excused for the following reasons: Temporary illness or injury; an absence which is pre-approved by the administration of the school; extended absences due to physical, mental or emotional disabilities; an absence which occurs when the student is in the custody of the court or law enforcement authorities; emergency, serious illness, or death in the family; medical and dental appointments which cannot be scheduled outside the regular school day; extreme inclement weather, or participation in religious observances.

Unexcused absences include:

- Absences due to suspension

- Truancy - if a student is absent (full or partial days) without the consent of the parent, guardian and an administrator
- Skiing, hunting or other recreational activities not pre-approved
- Babysitting (not previously arranged with the principal)
- Oversleeping (alarm not going off, forgetting to set the clock, etc.)
- Sleeping in (tired from staying up late to do an assignment, tired from staying at a friend's the night before, etc.) and missing one or more class periods
- Leaving during the school day without permission

If a student is absent without the consent of their parent, guardian, and/or an administrator, the student will be considered TRUANT. Truancy is a violation of the Colorado State Attendance Statute and may be cause for disciplinary and legal action.

Parents who know in advance that their child will be absent are expected to send a note to the office prior to the date(s) of the absence. Students will be expected to make up work missed during periods of absence but please remember that there is no way to adequately compensate for lost in-school learning experiences. Allowances will be made to adjust assignments and deadlines when students are ill. It is the student's responsibility to meet with teachers as soon as possible after his/her return to arrange to make-up work in a timely manner. Students who are suspended are, according to board policy, allowed to make up all assignments missed during the suspension, but no credit is received unless specifically permitted by the principal.

If your child is ill and misses more than one day of school, parents should talk with the K-5 classroom teacher regarding make up work. At the 6-8 level, because each teacher sees up to 150 students/day, **it is not feasible to send home work if a student is absent for only one day**; please refer to the homework from each grade level websites/emails. If you foresee a longer absence, please call the school office immediately and request work from your student's teachers. Please allow 24 hours to give our teachers adequate time to gather the work.

Extended Family Trips

We strongly discourage extended family trips during regularly scheduled school days. This can be very disruptive to a student's educational program. If absence is absolutely necessary please stop in the office and complete an Extended Absence Form. This will require a collaborative effort between parent and teacher to assure that your student keeps up with his/her classroom work.

Tardiness, like frequent absenteeism, is disruptive to the learning environment. We encourage and expect all people at Eldorado K-8 to arrive at school, class, and meetings in a prompt, timely fashion.

Leaving School

Students should remain on the school grounds from the time they arrive until the time they leave at 3:25 pm (K-5), and 3:30 pm (6-8). Parents may pick up their student at any time during the school day. Please report to the school main office first to sign your child out and the child will be called to the office. Only parents (or adults previously authorized by parents) may sign children out of school during the school day. Proof of identification may be requested.

Students may be taken out of school by someone other than their parent when written permission of the parent has been provided within 24 hours in advance.

On the Way To & From School

For your safety, please obey all traffic rules on the way to and from school. Also, remember to respect all people and property, and avoid engaging in any activity that is disrespectful or destructive.

- Wheelers—those on bikes, scooters, skateboards or inline skates—should always give the right-of-way to walkers. Announce your presence so accidents can be avoided. Once at school, hop down from your bike or remove your skates, and walk. There is no skating or bike riding on school property, neither inside nor outside the building. Bikes racks are located on the north side of the building for K-5 and on the south side for 6-8 to be parked. Make sure your bike is securely locked to the rack, preferably with a strong U-lock. Walkers should stay

on sidewalks whenever possible and cross streets safely at intersections. Remember to look both ways before you cross a street.

When a student is to stay after school, prior arrangements for transportation and supervision must be made between student, parent, and appropriate school personnel. Students will not be permitted to ride a bus they don't ordinarily ride.

If a student would like to go home with a friend, he/she must have written permission in advance from the parents involved. Under no circumstances may students make these arrangements during the school day, nor will they be permitted to phone home for such purposes.

Before School Indoor Recess

When weather is threatening, students will be signaled to come inside before the school day starts. 1-5 students will be asked to sit with their grade level in the cafetorium, line up at the second bell (8:40 a.m.) and leave with their teacher at (8:45 a.m.) All students should move quietly through the hallways with their teacher. Middle level students will be asked to wait in the foyer until the 8:30 a.m. bell.

Bus Privileges

Buses are provided for K-5 students living beyond a 1.5 mile radius of school. Buses drop off and pick up students in the back of the school building. Remember that riding the bus is a privilege and not a right. Eligible bus riders are assigned to a bus by the district transportation department and are expected to follow the behavioral expectations set forth. Disruptive students will not be permitted to ride the bus, and bus suspensions may result for students riding with unsafe behaviors. Obey expectations of safety and conduct outlined by the bus driver at all times. Older students should model good behavior for the younger students—remember, they look up to you for your kindness and help.

Safe Bus Riding

- Leave home early enough to arrive at your bus stop on time.
- Enter your bus in an orderly manner and take your seat.

- Follow the directions of your bus driver the first time they are given.
- Remain in your seat while your bus is in motion.
- Keep hands, feet, books and objects to yourself.
- Use classroom voices on the bus – remain quiet and orderly.
- Be courteous to your school bus driver and fellow passengers – swearing, rude gestures, cruel teasing or put downs are not allowed.
- Keep your hands and arms inside the bus at all times and do not throw anything off the bus.
- No bullying behavior/harassment is allowed on the bus or at bus stops.

Lunch at Eldorado

Eldorado K-8 has a beautiful cafetorium and the following guidelines exist so that all may enjoy a relaxing, comfortable lunch period:

- Respect others: Students will be expected to walk into the cafetorium in a quiet, orderly way. Once in line, students should stand quietly in line, keeping hands and feet away from others, while waiting to be served. All students will use appropriate table manners, and will talk quietly with friends during the lunch period.
- Respect the facility: Tables have been designated for each grade level. Students will stay in those areas until dismissed by the cafetorium supervisors. Each student will be responsible for keeping his/her area clean and ready for the next person before being dismissed by the supervisor. "Keeping the area clean" includes picking up trash around their eating area and placing it in the proper receptacles. At Eldorado, we embrace the saying, "Leave this area better than the way you found it." All food and drinks (other than water) must stay within the cafetorium. Eldorado K-8 promotes recycling and asks that all members of the Eldorado community use the recycling containers available to them. Please avoid sending glass containers of any kind to the lunch room.

Playground Expectations

Each fall, and as needed, class meetings will be held to discuss the safe use of playground equipment, safe & appropriate play, recess

instructions and what to do about strangers and stray animals on school property.

All students are expected to use areas that have been designated for their particular grade levels. Since some of our playground areas are directly outside classrooms, we ask that students show respect for classroom activities by walking quietly near the windows. Students will be expected to follow the instructions of the playground supervisors at all times and to help keep the playground clean and litter-free.

Eldorado K-8 expects that all students will show good sportsmanship and respect for each other, either as a spectator or a participant. Games will be open to all students who choose to play and no games will be considered "closed". Students will show respect for other people's self-space and shared space, activity choice and personal property. We expect students to work out conflicts that might arise by talking and making good decisions – the playground supervisors will be available when assistance is needed.

All students will be responsible for the playground equipment they take out or check out.

General School Safety

Any situation that compromises the safety and well-being of any member of the Eldorado K-8 community is unacceptable and will be addressed immediately. All members of our community—including students, staff, parents and visitors should be treated with care and respect.

In most cases, behavior and discipline can be effectively addressed by individual teachers, team members or teacher resource groups without referral to administration for additional consequences.

Behavior we strive to model and instill at Eldorado K-8 is simple:

- Respect
- Responsibility
- Recognition

Behaviors that endanger community members or damage the facilities include:

- Use or possession of alcohol or other drugs.
- Use or possession of any tobacco products.
- Use or possession of any knives or firearms, real or facsimile.
- Continued willful disobedience or open and consistent defiance of proper school authority (insubordination).
- Willful destruction (vandalism) or theft of property.
- Any aggressive or hostile harassment, threat, or attack on another person.
- Any actions that are deemed a disruption to the meaningful education of others.
- Inappropriate student interactions: Foul/offensive language, inappropriate dress, improper gestures, discriminatory statements, racial slurs, inappropriate physical contact, verbal abuse/ridicule, spreading hurtful rumors, "put downs" or demeaning name-calling are not allowed. Harassment of any form will NOT be tolerated.

Consequences for these behaviors may include such sanctions as referral to the assistant principals, a parent/guardian contact or conference, an assigned detention, classroom suspension, in-school suspension, suspension or expulsion from school for a designated period of time or even police involvement.

"Classroom suspension" means the exclusion of a student from the classroom by a teacher for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student.

"In-school suspension" means the exclusion of a student from the classroom and from participation in regular school activities, with continuous supervision and instruction in a location separate from the regular school environment.

It is expected that all members of the Eldorado community will respect the policies and procedures outlined in the Boulder Valley School District Policy Handbook. A copy of this handbook has been distributed to all students at Eldorado K-8.

To ensure the physical safety of our community, Eldorado K-8 will conduct periodic fire and tornado drills, along with practice lock-downs. We have nearby support from the Boulder County Sheriff's Department and our staff is prepared to respond to emergency situations.

Suspension and Expulsion (District Policy JCD/JGE)

For certain misbehaviors, a student may be prevented from attending school and participating in school activities for a specified and limited period of time.

"Suspension" means the exclusion of a student from attending school activities for a specified period of time (one to ten days) as determined by the principal or assistant principal.

"Expulsion" means the exclusion of a student from attending school and participating in school activities for a specified period of time not to extend beyond one calendar year.

The Colorado State legislature has enacted laws that have modified school district policy regarding the suspension and/or expulsion of students. The following "serious violations" require mandatory expulsion:

- Carrying, bringing, using or possessing a dangerous weapon **without the authorization of the school or school district**
- The sale of a drug or controlled substance
- The commission of an act which, if committed by an adult, would be first or second degree assault or robbery under the criminal law.

A student will also be subject to mandatory expulsion if declared "habitually disruptive". "Disruptive behavior" means behavior by the student which is initiated, willful and overt and which requires the attention of school personnel to deal with the disruption. After the first suspension of a student for being habitually disruptive, the

school may develop a remedial discipline plan for the student. BVSD will encourage and solicit the full participation of the student's parents in the development of any such remedial discipline plan. See *Board Policies* at the BVSD web site (www.bvsd.org) for details and a thorough explanation of the appeal process.

Nondiscrimination Policy

The Boulder Valley School District and Eldorado K-8 will not tolerate discrimination, harassment or violence against anyone, including students and staff members, regardless of race, age, marital status, creed, color, gender, sexual orientation, disability or religion.

A report form is available to students and parents in the Eldorado K-8 office for reporting discrimination, harassment, or violence. The following is the process:

Nondiscrimination Regulations Flow Chart

Level	Decision-Maker	Respondent Action	District Action
I.	School Principal or Immediate Supervisor	Report immediately after event giving rise to claim	Resolve informally utilizing District's disciplinary regulations (inappropriate behavior will constitute disciplinary actions). (See BVSD File: JG for reference).
II.	School Principal or Immediate Supervisor	If not resolved at Level I, file a formal written complaint within 20 school days after event giving rise to claim.	Report findings within 10 days: A. No violation of District policy. B. No violation of District's Nondiscrimination policy; however, inappropriate behavior by respondent (disciplinary action may be taken); or, C. Violation of District Nondiscrimination Policy (disciplinary action must be taken).
III.	Superintendent or Designee	File a written complaint within 10 days of appeal of Level III	Written decision within 20 days of appeal which may: affirm, reverse, modify or remand. The Superintendent's or Designee's decision is final.

Appearance

Students are expected to keep themselves well groomed and neatly dressed at all times. Personal appearance should reflect good taste and not disrupt nor detract from the educational environment at Eldorado K-8. Specifically, hats or head coverings (other than those worn for religious purposes) may not be worn inside the building during the school day, unless it is a designated "hat day." Clothing which advertises alcohol, drugs, or tobacco and those with obscene or offensive language or pictures are not permitted. Skirts or shorts that are too tight or short, net shirts, crop tops, halter tops, tube tops, muscle shirts, spaghetti straps, low cut shirts and excessively torn clothing are not permitted. Shoes must be worn at all times.

Pants must fit at the waist without a belt and be worn at the waist without underwear being visible. Outer clothing must cover underclothing. No chains, long belts, or dog collars are permitted. Students not adhering to these standards will be requested to change clothes. We have extra shirts in the office or the student can call home and have a parent bring a change of clothing. Remember, if you're not sure about an outfit, it's not okay to wear, and it's recommended that the student change into something more appropriate.

Changing for Physical Education

K-5: Students in grades K-5 are required to wear supportive athletic shoes. It is recommended that students keep an extra pair of sneakers in their cubbies at school. It is also recommended that students in these grades wear shorts, pants and loose fitting tops that do not restrict movement (i.e., long dresses). Students must wear supportive athletic shoes in order to actively participate in PE that day.

6-8: Students are required to change into comfortable, loose fitting physical activity clothing. These clothes consist of black shorts, wind pants, sweat pants, an Eldorado PE T-shirt and sweatshirts. Students not wearing supportive athletic shoes and PE clothing will not be permitted to actively participate in Physical Education. Students will be issued PE lockers for clothing and storage.

Traveling the Halls

Eldorado K-8 is a large school with all sizes and ages of students. We expect all people to travel through the school safely and calmly so that no one is frightened, disoriented, or hurt.

While students may use backpacks to bring things to and from school, no backpacks may be used during the school day or brought into classrooms. Students often try to carry all of their belongings in their backpack and risk injury to their backs as well as pose a hazard to others. Students are encouraged to carry only necessary items in their backpacks.

Snacking during the day

In order to preserve our beautiful building, gum chewing is prohibited. Each teacher may decide if and when food or drink is allowed in individual classrooms. No eating or drinking, with the exception of water-filled bottles, is allowed in the hallways or gymnasiums.

Research has shown that brains function better when they are well hydrated. We encourage students to carry a water-filled bottle with a secure cap to school. We expect students to fill their water bottles during passing times, not during class.

Lockers & Coat Hooks

Lockers and coat hooks are meant to be a safe place for student belongings and the supplies needed for school. Students: Keeping your space clean and organized is the easiest and best way to keep your belongings safe. Once you are assigned a locker, keep it clean and neatly organized, keep it locked and **do not share the combination with others.** Please do not write on any part of the locker, even with dry erase markers. **Students may not switch lockers.** Remember that lockers and coat hooks are part of school property, and lockers may be checked if we feel it is necessary.

We encourage students to leave all valuables, **including electronic devices and large amounts of money** at home so they do not

get lost or stolen. If necessary, valuable items should be checked in at the school office when you arrive and not be stored in your locker.

There is no use of electronic devices in the building unless temporary permission is granted by an adult. If students bring cell phones, they should be turned off until the end of the school day. These phones should be safely secured and tucked away at all times. Phones in open view will be confiscated.

A lost and found box is located in the south hallway near the main foyer. Please check it on a regular basis. Eldorado K-8 is not responsible for anything lost or stolen. (Lost and Found items will be donated once a month to charity.)

Students in grades 6, 7 and 8 are expected to store their jackets, hats, outdoor clothing, backpacks, lunches, books, and school supplies in their lockers. Only items that are needed for class should be brought to class.

Classwork & Homework

We will work with all students to help them become enthusiastic, responsible, organized life-long learners. We will assist students in recognizing that meeting deadlines is important in life and consequences occur if deadlines are missed. We expect students to use class time wisely and to turn in all work on time.

Eldorado K-8 believes that homework is an essential piece of the learning continuum. For younger students, appropriate homework should foster positive attitudes toward school and better academic-related behaviors and character traits (such as time management and organizational skills). The purposes of homework at the 6-8 level include: practice/review; preparation for subsequent lessons; extension of previously learned material to new situations; and integration of separately learned skills into a single product. Homework at any level should not be busywork; it is meaningful, developmentally appropriate, and manageable for students and can be tailored by teachers to extend classroom curriculum needs. We believe that homework will enhance students':

- Responsibility
- Accountability
- Study and organizational skills

Research tells us that the area in which a student does his or her homework should be:

- Well lit
- Comfortable
- Fully stocked with pencils, pens, paper and other routine learning supplies
- Away from distraction
- At a consistent time each day

Parents are encouraged to participate in their student's homework experience as an enthusiastic facilitator. In particular, at the elementary level parents and children should read together each night. At the middle level parents may moderate, act as references and assist with materials to complete tasks.

The following are **homework guidelines** for the grade levels:

- Kindergarten: Reading with your child is expected every day.
- First and Second Grade: Reading with your child is expected every day. It is the expectation that 20 min per night be spent reading each evening, whether that be the child reading or the children being read to. Either is a good practice to do nightly with your child. There may be homework in additional curricular areas to support learning.
- Third through Fifth Grade: It is the expectation that 20 to 30 minutes be spent reading each evening. In addition, up to 20 minutes of homework from other subject areas may be assigned. (Example: In 3rd grade, there could be 20 minutes of reading and 10 minutes of math, while in 4th grade there could be 20 minutes of reading and 20 minutes of science.)
- Sixth through Eighth Grade: Students can expect approximately 60-80 minutes total homework each night, which may primarily focus on Math and Language Arts. An

additional 10 - 20 minutes may be distributed loosely among Social Studies, Science, Language, Health, Physical Education and Music. Each teacher will communicate homework expectations at "Back to School Night" in the fall.

Morning Help Session

Students in grades 6-8 may receive academic support every Tuesday from 8:00 am to 8:30 am from their individual teachers. If you need more information about this assistance, please talk directly to your child's classroom teacher.

Calendar

The complete Eldorado K-8 calendar is provided in the appendix. Please mark your home calendars with the dates for teacher professional development days and parent teacher conferences. The school will remind parents of professional development days and holidays through *The Eldorado Eagle* and on the school marquee. Many important dates are also posted on the parent portal as well as the school website.

School Closings

Under all but the most extreme conditions, school officials have a responsibility to keep school in session. When the weather is bad, but school is open, parents must make a family decision regarding attendance or late arrival for their children. A personal contact by the parent or a written note to our school office will excuse a student's late arrival or absence during these conditions. Once students have arrived safely at school for the day, they will remain in class, in spite of the weather, unless a parent chooses to pick up his/her child. School will not be cancelled mid-day. Occasionally, the weather is severe enough that it is necessary to close schools in all or part of the District. When this occurs, it is extremely important that working parents have pre-arranged child care available to them, arrangements with a friend or neighbor, provisions at a child care center, child care leave from work (if available), arrangements with a neighborhood teenager who also would be out of school, etc. It is very important that parents make these arrangements now, since the weather is unpredictable and often we are hit with storms early in the school year.

In the rare event of school closure, please tune in to local radio or television, or visit the Boulder Valley website at www.bvsd.org and click on "Cancellations". The decision to close school is made prior to 6:30 am of the day affected and the radio stations are notified so they can broadcast this information. The official stations are KBCO (97.3 FM), KGNU (88.5 FM), KOSI (101.1 FM), KWBI (91.1 FM), KOA (850 AM), KLMO (1060 AM) along with television stations 4, 7, 8 and 9. This is the only notification you may expect that the schools will be closed. In most cases, no announcement will mean that schools are open.

During inclement weather or "snow days", students, teachers and bus drivers are excused from attending on days when schools are closed. The administrative offices and the school offices may be kept open, whenever possible, with the principal, assistant principal, secretaries and the custodians on duty.

If possible, we will open the Eldorado K-8 office no later than 8:00 am on snow days so that we may take calls from you. We ask your cooperation in watching the weather, listening to the radio and keeping your students home if you consider the conditions too questionable for them to be out.

Conferences and Visits to School

All visitors are welcome at Eldorado K-8. For the safety and respect of our community, please check in with the office when you arrive and pick up a visitor's badge. Students at Eldorado K-8 spend most of their school time in their regular classrooms and with specialists in P.E., Music, Art and the Library. The schedule for each grade, each teacher and each of our 6-8 students is different.

It is requested that parents schedule visits with individual teachers if they have questions about daily classroom routines. Parent should keep in mind that during the school day, the teacher's primary responsibility is to the entire class and they cannot confer at length about a student during school hours. Individual conferences with teachers can be arranged as needed before or after school.

Parent Teacher Conferences Parents you are strongly encouraged to come to Fall/Spring Parent-Teacher Conferences to discuss your student's progress. This year's fall conferences are scheduled as follows: October 21, 23, and 29, 2008. Times will be announced. Spring conferences will be announced later in the school year.

Report Cards/Progress Reports

Report cards are issued to all students three times per year--at the end of each trimester. Report cards for 6-8 will be mailed home and K-5 report cards are sent home in Friday Folders. Students in grades 6-8 will also receive interim progress updates in Infinite Campus. In addition, parents may request to conference with teachers and staff at any time and are always welcome to visit the school.

Parent Communication

At Eldorado K-8 we make every effort to keep parents involved about their children's progress and to keep families informed about activities and programs. In grades K-5, it is important for families to check the "Friday Folder" each week. Information to middle level parents arrives through emails, progress reports (via Infinite Campus or your child), mid-trimester mailing of D's and F's, and the *Eldorado Eagle*. In addition, a weekly email or website is updated for all grade levels. Our Eldorado website is available for up to date information. Many of our teachers have their own websites where students and families may check assignments and grades. If you have not supplied our school with your email address and would like to do so, please email it to Patty.Brewer@bvsd.org

Cumulative Records

Cumulative records are kept in the school office and are available only to professional members of the school staff, the student him/herself, and parents or other legal guardian of the student. The records contain the student's history of grades accumulated during the school year, standardized test data and other records of academic achievement. The parent, individual student, or legal guardian of a student may request an appointment to review the records with a professional staff member. Requests must be made

24 hours in advance. Copies of content of CUM folders will be provided with a two day request.

Friday Folders

Kindergarten through 5th grade students will be given an Eldorado K-8 "Friday Folder" at the beginning of each year. These will be used in K-5 to carry home school and classroom newsletters, progress reports, notes from teachers, student work, announcements, etc. Please review the contents and return the Friday Folder on Monday. This folder will be used all year. Replacement folders are available for \$1.00 in the office.

6-8 Communications

Parents, get ready for a middle level culture shock. ☺ Students at the 6th - 8th grade levels no longer have Friday Folders. You will have to rely on your own child bringing home newsletters, flyers, information documents, etc. Continue to check our Eldorado website for updates on school-wide events and activities. Our marquee in front of the school will also be a key source of information for you and your families.

Students Selling Items in School

Students are not to sell items on their own in school as a fund raising activity. The only fund raising activities allowed in school are those sponsored by the Eldorado SEA and approved by the principal to raise funds for a school related activity.

Pets

Cats and dogs are not allowed in the school. Many students are allergic to the dander on the pet's coat, thus making "pets to school" a health issue for some. Other animals of an educational interest are allowed in the classroom with prior permission of the classroom teacher. Animals may not be transported on the school bus. They must be brought to school by the student's parent.

Student Activities & Athletics

Extracurricular activities are an important part of the Eldorado K-8 community. We believe that these activities promote good citizenship and contribute to the wholeness of children. We encourage all

students to consider participating in extracurricular activities; tune into Eldorado News Network (ENN) throughout the year for upcoming activities. Dates for activities are announced in the *Eldorado Eagle* newsletter and on the daily announcements. Registration and information packets for activities are available in the main office.

Academic Eligibility Policy for Athletics/Intramurals:

- Eligibility periods will be one week in length.
- Grading for eligibility purposes will be accumulative during each grading period.
- Students with a failing grade in any class will be ineligible to participate in interscholastic extended extramural and extramural contests.
- Students listed as ineligible will be ineligible to participate in athletic contest for the following week (week following Monday through Saturday). Students will be allowed to participate in intramural activities regardless of eligibility status.
- The office will distribute a team roster to all staff members at the start of each season.
- The office staff will distribute (i.e.: via email) a team roster of the teams that are "in" season on Thursday of each week. Teachers will indicate on the rosters distributed to them, which students are ineligible and which are in danger of becoming ineligible. Teachers will then return the roster to the office by 8:00 am Friday. Students cannot be declared to be ineligible until they have received a one-week 'warning' (i.e.: marked in danger of becoming ineligible).
- Coaches will be responsible for informing a student that he/she has a failing grade and is therefore ineligible for the following week.
- The office staff will compile a list of all students ineligible for athletics and distribute it to the Athletic Director, Guidance Counselor and Coaches weekly, by Friday at 12:00 pm.
- Coaches will be responsible for ensuring that students who are ineligible are not allowed to participate in the contests.

The School Improvement Team (SIT) is charged with helping to improve the quality of education as well as the safety of the learning environment for our students by developing school-wide learning goals, gathering information and data regarding student achievement, and reporting accountability to the school community. The committee will consist of representatives from staff, administration, parents and community. Parent reps will be selected at the beginning of the school year. Their names and SIT meeting times will be published in *The Eldorado Eagle*.

Concerns or comments regarding the school's advancement of its mission and vision may be directed to any of the reps on the School Improvement Team. Parents are welcome to attend SIT meetings and we ask that you contact a parent representative before that meeting to get updated times and location, along with providing the representative a short accounting of your concern. Reports from SIT at Eldorado will be published three times a year in *The Eldorado Eagle* and posted on the school's home webpage.

Soaring Eagles Alliance or SEA is the 501(c)3 non-profit parent group (PTO) at Eldorado K-8. SEA supports Eldorado K-8 in various ways through volunteering and fund raising efforts to assist in the curriculum, safety and beautification of our school. In addition, SEA sponsors several school wide events including the Back to School Ice Cream Social, Community Dinner Night, Read-A-Thon, and Teacher Appreciation Week to name just a few. For a complete list of minutes, budgets and upcoming events you can visit the SEA web site at www.soaringeaglesalliance.com.

Technology

The use of the school and district technology resources, including the Internet, must be used in support of education and academic research and consistent with the educational objectives of the Boulder Valley School District.

Activities that are permitted and encouraged:

- school work, storage and retrieval of related files for use at school and remote access from home.

- original creation and presentation of creative work;
- research on topics being studied in school;
- research on opportunities outside of school related to community service, employment or further education.

Activities that are not permitted:

- plagiarism or representing the work of others as one's own;
- searching, viewing or retrieving materials from the Internet that are not related to school work or further education (thus, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted);
- downloading and or storage of any non school related files
- intentional transmission of viruses or other destructive computer files;
- subscription to any online services or ordering of any online goods or services;
- online sharing of any student's name, home address, phone number or other personal information;
- playing games and using interactive sites such as chats, MUDS (Multi User Dungeon) unless specifically assigned by a teacher;
- any activity that violates a school rule or a local, state or federal law.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Full and complete details about technology rules are available in the BVSD Student Acceptable Use Policy (AUP).

Misuse

Violation of the acceptable use rules may result in suspension or revocation of a student's access to technology resources. Any action taken by a student that is in violation of a school rule will be subject to the usual disciplinary action.

How to Use the Eldorado K-8 School Communication Protocol

Excellent communication is an ongoing goal for administration and teachers at Eldorado K-8 School. We want you to be informed and we want you involved in every activity that interests you. This **Communication Protocol** was created to answer the question, "Who do I call if I need information?"

In many instances, you are welcome to call anyone in the area that corresponds with the topic you have questions about. **If there are numbers before names associated with a particular topic, it means there is an identified person who has the greatest amount of knowledge or responsibility associated with the topic.** For instance, in many situations, your student's classroom teacher(s) has/have the answer. We have found that approximately ninety percent of your informational needs or concerns can be answered by the classroom teacher(s). They are knowledgeable and dependable. If they can't answer your question or address your concern, they can refer you to the person who can. In the rare case that you need to speak with someone else, this Communication Protocol should direct you to the right person.

Watch for Communication in these ways at Eldorado!

- **Eldorado Eagle (published 1st week of each month)**
 - **Sent home via K-5 Friday Folders; 6th – 8th Mail**
- **E-mail: Teachers/Administration Team**
- **Back to School Night**
- **6th Grade Parent Orientation**
- **Open Enrollment Presentation/School Tours**
- **Community Forums**
- **Eldorado Website:**
<http://schools.bvsd.org/eldorado>
- **Individual Teacher Websites: Links from Eldorado K-8 Website**
- **District/TAG Website: www.bvsd.org**
- **6th – 8th Grade Level E-mails**
- **6th – 8th Progress Reports (via Infinite Campus)**
- **Mid-trimester D's and F's mailed home for 6th – 8th students**
- **Telephone: Main Line 720-304-6524**
Counseling 720-304-6738
Attendance 303-447-5518
Anonymous Tip Line
303-447-5949
- **K-5 Friday Folders**
- **Parent-Teacher Conferences (fall and spring)**
- **School Marquee**