

NEDERLAND ELEMENTARY SCHOOL
STUDENT-PARENT HANDBOOK
2011-2012 SCHOOL YEAR

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NEDERLAND ELEMENTARY SCHOOL

SCHOOL VISION

NES builds students with high academic competence and strong character, in an environment of caring teachers and staff, involved parents, and an active community.

SCHOOL GOALS

School goals are being updated based on student achievement data from last school year. Updated goals will be sent home in October.

School Hours and Attendance Requirements

School Hours

| | | |
|----------------------------------|--------------------------------------|---|
| Breakfast and bus Arrival | 8:00 am – 8:15am | Mon, Tues, Thurs, Fri (8:45 on Wed.) |
| AM Preschool and Kindergarten | 8:15am – 11:10am 9:00am – 11:30am | Mon, Tues, Thurs, Fri (no preschool on Mon.) Wednesday only |
| PM Preschool and Kindergarten | 12:10pm – 3:05pm 12:35pm – 3:05pm | Mon, Tues, Thurs, Fri (no preschool on Mon.) Wednesday only |
| First through 5 th | 8:15am – 3:05pm 9:00am – 3:05pm | Mon, Tues, Thurs, Fri Wednesday only |

Arrival Time and Drop Off/Pick Up

There is no supervision before 8:00 am; children should not be dropped off at school before that time. For your child's safety and the safety of others, drop students off on the curbside of the **LOWER** parking lot to avoid bus traffic. Those parents dropping off or picking up their children can use the new "Hug and Go" lane. Please **DO NOT** leave your car unattended in this lane. Violators may be ticketed. If you would like to walk your child in or visit our school please park in designated Visitor Parking or along Sundown Trail.

When students arrive at school they will have the option of having breakfast in the cafeteria. Those students having breakfast need to report to the cafeteria. Students not having breakfast in grades K – 2 will gather in the Kiva, those in grades 3 – 5 will meet at the far end of the cafeteria (enter through the door by the gym please). Both groups will remain until the bell rings at 8:15 am (**9:00 am on Wednesday**) and they are dismissed to the classroom. Preschool students will be met in the lobby and be escorted to the classroom.

If you are driving your child to school and they **DO NOT** want breakfast they need to arrive at 8:15am.

The tardy bell will ring at 8:20am (**9:05 am on Wednesday**) . After this time all students need to report directly to the office and sign in.

Attendance and Reporting of Absences

Developing good attendance habits is extremely important. Research tells us that student achievement and good attendance are directly related. Missing instruction cannot be made up and puts a stress on students. Please make all attempts to schedule vacations and medical appointments during regularly scheduled days off. We understand that this may not be possible at all times and that emergencies do occur. Please follow the procedures below when reporting absences.

When students are absent from school, parents are asked to notify the office prior to 9:00 am to excuse the absence (720-561-4802). If no call is received about an absent student by 9:00 am, a pre-recorded message and email will be sent to the household phone and parent email. If a parent does not notify the attendance line, the absence will be recorded as unexcused after 48 hours.

Parents who know in advance that their child will be absent are asked to fill out a Prearranged Absence Form. ***This form must be completed two weeks prior to the scheduled absence.*** Absences may be considered unexcused if this form is not completed two weeks in advance. Exceptions will be made for family emergencies. Please contact the school as soon as possible to report the absence. Students will be expected to make up work missed during periods of absence. We strongly discourage extended family trips during regularly scheduled school days.

Parents will be notified of their child's absences at the end of the first and second trimester according to the schedule below:

- First Trimester if absences are greater than 3.5 and/or tardies are greater than 7
- Second Trimester if absences are greater than 7 and/or tardies are greater than 10

If a student accumulates more than 10 absences, the principal may request an attendance contract be written.

Calendar

The complete Nederland Elementary School calendar is provided in the appendix. It can also be found on the back of your student's Friday Folder.

School Cancellations and Closures (Snow and other emergencies)

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 school officials will excuse a student's late arrival or absence during these conditions.

To find out if your child's school is closed, check BVSD's website at www.bvsd.org or tune into one of the following radio or television stations:

Television

KCNC Channel 4
KMGH Channel 7
FOX 31 Channel 13
KUSA Channel 9
KWGN Channel 2

Radio

KGNU 88.5
KTCL 93.3
KBCO 97.3
KOA 850 AM
KKZN 760 AM

Notification is given prior to 6:30 am, or as soon as the decision is made to close during the day. Typically the media will release information only if school is closed. In most cases, no announcement will mean that schools are open.

When the weather is severe enough that it is necessary to close schools in all or part of the district, 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 before the event, since Colorado weather is unpredictable, and it's not unusual to be hit by a severe storm very early in the school year.

In the case of partial closings (where only certain schools or areas in the district are closed) the principal of each affected school will determine whether activities such as parent meetings, programs, athletic events and building-use contracts will be held, cancelled or postponed. Please check with school administration for this information. In the event of a district-wide closure, under most circumstances all events will be cancelled.

Before/After School Care

Workshops after school, TWR 3:30-5:30 throughout the school year

Wild Bear Mountain Ecology Center (located in the shopping center in Nederland, next to the Carousel of Happiness) will be offering workshops EVERY TUESDAY, WEDNESDAY, and THURSDAY. These days will be offered as workshops, where families can register for the Tuesday/Thursday Eco-Arts and/or the Wednesday Eco-Science workshop series. The Tuesday/Thursday Eco-arts and Wednesday Eco-Science workshops will be offered consistently, rotating themes every two weeks.

\$60/4 day Eco-Arts workshop Tuesday/Thursday workshops (\$15 mat fee/workshop or \$75/semester)
\$30/2 day Wednesday Eco-Science Workshops (no materials fee)

Families will be required to sign up for the entire 2 week workshop.

Wednesday Late Start workshops:

Sunrise Snacks and Animal Yoga

Every Wednesday morning, 7:30-9am, catch bus to NES at 9am \$10

Jump start your day Wed mornings during the school year with sunrise snack making and wild animal yoga at Wild Bear! A great way to start your day!

School Year Full Day workshops:

Wild Bear will be offering full day workshops all school year on most days off from school. Schedule to be announced.

Preregistration is required. Stop by Wild Bear, call 303-258-0495 or email registrar@wildbear.org to register. Check out our website at www.wildbear.org to keep up on all program updates.

School/Home Communication

Newsletters and Other Home Correspondence

This year we will be moving toward paperless communication. This will help us save paper and printing costs and allow us more efficient communication with parents. It is imperative that you keep the office informed of any changes in email, phone and address changes. Parents may request hard copies be sent home with their child if they do not have access to email.

The school newsletter, *Timberline Times*, will keep parents informed about the school calendar, lunch menus and information about all school programs. The newsletter will be emailed home at the end of each month. In addition, most teachers send home classroom newsletters.

Parents are encouraged to send notes to the teachers about any concerns they have either with school or at home.

Conferences and Report Cards

Students at NES spend most of their school time in their regular classroom and with specialists in P.E., Music, and Art.

Parents are encouraged to come to parent-teacher conferences. These conferences will be held to set goals, review work and respond to concerns, twice a year, in the fall and spring.

Standards-based report cards are issued to all students three times per year, at the end of each trimester. In addition, parents may request to conference with teachers and staff at any time and are always welcome to visit the school. By spacing our conferences and report cards, we have ensured that you will receive a report of your child's progress every 6 weeks.

Procedures for Visitor Check-in

In order to assure the safety of our staff and students, all visitors including parents, volunteers, non-district vendors, contractors, etc. are required to sign in at the school office upon arrival and receive a badge to be worn during their stay at the school. The badge must be turned into the office when signing out at the end of their visit.

If the badge is not returned and the office staff suspect it was wrongfully taken, the person will be contacted to return the badge and the office staff will notify Security, if necessary.

Enforcement of these procedures is critical to assure the system meets its intended purpose. As staff encounters someone in the building or on site that requires a badge, they will question them and direct them back to the office to check-in.

Academics

Mission of Boulder Valley Schools

The Boulder Valley School District challenges students to achieve their academic, creative and physical potential in order to become responsible, contributing citizens.

Strategic Plan Priorities

- Maximize Student Learning and Achievement
- Foster Collaboration and Partnerships
- Value Diversity and Promote Understanding
- Manage Assets Responsibly
- Hire a High Quality, Committed Staff

Fall Assessment Days

When students arrive in August they will begin working with their teachers immediately. A Math Screener will be given during the regular school day to help assess academic levels, areas of strength and those of concern. Formal Fall Literacy assessments are scheduled for Thursday, September 1, 2011. During this time students will be assessed using the Developmental Reading Assessment (DRA). Your child's teacher will schedule a time for you to bring your child to school on one of these days.

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 contents of cumulative records folders will be provided upon request. Please allow 24 – 48 hours for copies to be made.

Field Trips

Field trips extend classroom walls into our community and beyond and are considered an essential component of curriculum and learning. Each grade level takes one or more field trips per year to a location of educational value in the surrounding mountains, Boulder or Denver areas. In addition, various walking trips may be taken in the Nederland area. These trips may last a half day or a whole day. Teachers send home notes describing the trip ahead of time and requesting parent permission to participate. The cost of some field trips may be offset by fees charged to students. A student is never eliminated from participating based on financial reasons. Frequently parents are invited to attend the trip as volunteer helpers. When packing a lunch for a field trip, no glass bottles should be included, for safety reasons.

Nederland Elementary has developed a $\frac{3}{4}$ mile trail on Forest Service land adjacent to our school property. Teachers may take walking trips on the trail to nature study areas periodically throughout the school year. Parents will be asked to sign a permission slip to allow students to participate on these walking trips. This permission slip was attached to your registration packet.

Friday Folders

Every student will be given an NES "Friday Folder" at the beginning of each year. Much correspondence will be sent home electronically but the folders may be used to take home hard copies of correspondence, progress reports, notes from the teacher, student work, etc. Please review the contents and return the Friday Folder on Monday. This folder will be used all year. Replacement folders are available for .50 cents in the office.

Homework

Homework will be given that is appropriate to the grade level of the student. Homework may be assigned as a result of students not completing the classroom assignments during the school day, being absent from school, or

the need for practicing concepts learned in school. All students will be expected to spend some time either reading or doing homework every night. It is important that a student is responsible for this work and that the parents encourage and support the student. Please contact your child's teacher if issues about homework arise.

Outdoor Education

Each year some classes spend one or more days and nights at an outdoor education experience in the surrounding mountain area. Learning experiences are integrated into outdoor activities as the children experience several days away from home. These trips are considered an essential component of curriculum and learning and also help with team development and cooperative learning experiences. Such experiences vary from grade level to grade level. Parent organization fundraising will help support these trips. Parents will be asked to help with expenses as needed. Scholarships are available. Transportation is provided by school buses.

If your child needs to take prescription and/or over the counter medications during the outdoor education trip, a special written release form must be signed by the doctor and the parent. The original prescription container is necessary for all medications.

Talented and Gifted Program (TAG)

A variety of talent development activities are offered to students with strong interests in specific subjects. Students who demonstrate gifted abilities in academic areas are identified and appropriate learning activities are developed for them within their regular classrooms or for short sessions in other classrooms. Students may be nominated by parents, classroom teachers or specialists. An assessment process will take place to determine the academic needs and strengths of the student. The TAG coordinator oversees the program. Parent volunteers also help out with special programs.

Kindergarten Enrichment

The objective of Kindergarten Enrichment is to provide a safe and enriching environment for kindergarten age children needing a full day experience. Scholarships are available and will be granted at the CSP office (Community School Program) or through your county's Colorado Childcare Assistance Program (CCAP). Social Services qualification requirements are used in hiring Kindergarten Enrichment teachers.

Preschool Program

NES, in cooperation with the Colorado Preschool Project, Early Childhood, and Special Education, houses a preschool for up to 22 three and four year old students. Students attend from 8:15-11:10am (**9:00am – 11:30am on Wednesday**) or 12:10-3:05pm (**12:35pm – 3:05pm on Wednesday**). Special Education services are provided for select students in this class. For information about enrollment in the program, please call 720-561-5075.

Specialists

Art

Each classroom has one art class per week with the art specialist. Art offers a wide variety of opportunities for artistic expression. In addition to heightening individual student's specific artistic skills, the program helps develop aesthetic awareness, self discipline and personal fulfillment. Classroom teachers also incorporate art into many of their learning activities.

Computer Lab

All students have scheduled computer lab time as part of their classroom curriculum. They come to our lab for instruction and practice with their teacher. The curriculum includes, but is not limited to: graphic

art, word processing, data bases, spreadsheets, interactive programming, touch typing, desktop publishing and research.

When schedules permit, students may come to the lab for additional computer work under the supervision of the media paraeducator. The Boulder Valley School District can now offer World Wide Web Internet access to children at Nederland Elementary School. This access offers diverse and unique resources and is provided to students and school personnel.

The computer lab is only open during library hours when school staff is available for supervision.

All parents and students must read and sign the Appropriate Use of Technology Resources form found in the new Student Rights and Responsibilities Guide before they may use technology in our school. This publication is sent electronically to all BVSD families. Hard copies are available in the office.

General Music

All students have two or three music classes per week, depending on the grade. They have opportunities to learn music concepts through singing, playing instruments, moving and listening. Reading notation and composing, music history and appreciation, and performance are also a regular part of the program. Evening performances may be held for each grade level or a combination of grade levels. Students are encouraged to attend these concerts as part of their school programming.

Physical Education

All students have two or three periods of physical education each week. The program helps each child develop a high level of motor skills and fitness. Grades K-3 work on overall coordination and basic skills for hand-eye coordination. Grades 4-5 use these basic skills to learn different sport activities. Grade level track and field days are held each year. Please check the school calendar for dates. Students are expected to dress accordingly and participate in all scheduled physical education activities unless prohibited due to medical reasons. Such reasons must be verified by a written note from the parent and/or doctor. We request that students wear rubber or crepe soled shoes (avoid black soles), if possible.

Instrumental Music

Our instrumental music program, consisting of band and orchestra, is available to any interested student in grade 5. It includes lessons and both group and individual performances. Students perform several times throughout the school year. Lessons are free. In most cases parents rent or buy their child's instrument. The school has a few instruments to loan for one-year periods.

Library Media

The school Library is central to supporting student learning from preschool through 5th grade. The Library follows the standards for Information Literacy established by BVSD. These standards guide the instruction of basic skills in library use, research, and technology. The teacher-librarian and classroom teachers work together to extend curriculum topics during each class's weekly library visit. Fiction and nonfiction texts are used to engage children in the love of literacy and research.

The library is open every day during school hours. Our school Teacher- Librarian is Helen Taft and the Library Assistant is Lisa Wollard. Students in Preschool, Kindergarten, First, and Second Grades may check out one book for one week. Students in Third, Fourth, and Fifth Grades may check out two books for two weeks. Students can renew their books for more time.

Students will not be able to check out a new book if they have one that is overdue. Overdue notices will be sent home after two weeks and a book will be considered lost after four weeks. Lost book fees are \$5.00 for a soft bound book and \$10.00 for a hard bound book. Report cards will be held at the end of each reporting period until books are returned or paid for.

Each classroom teacher schedules a weekly time for browsing and check out. Please check with your child's teacher to find out which day your child will be visiting the library.

Library events, new books, and links to other libraries and services can be viewed by visiting the Library page from the Nederland Elementary School home page.

Parent volunteers are always needed and welcomed! Please sign up in the library!

Health Care

Immunizations

The office staff, health room para-educator, and school nurse maintain health records on all pupils, check hearing and eyesight and consults with parents on health problems. They are also responsible for enforcement of the state law which requires all children attending Colorado schools to have completed the normal series of immunizations. Parents must bring records of their children's immunizations to the school at the time of registration. Immunization of children prior to school entry requires the student or parent to submit documentation of immunization and a plan for completing immunizations fourteen days after direct personal notification that the immunization certificate is not up to date. Parents have a right to obtain an exemption to these requirements.

Health Room

Students who become sick or are injured will be sent to the health room to be attended to by the Health Room paraeducator or the office staff. When fever is present or an injury requires medical attention, parents will be called to pick up their child. In milder cases, children will be allowed to rest in the Health Room for a short period of time. Please do not send your child to school with a fever, upset stomach, sore throat or rash. Please keep emergency phone numbers on file in the office up to date at all times.

Prescription and Over the Counter Medicines

Prescription and over the counter medicines (these include cough drops, vitamins, herbal remedies, etc.) can be given only if they are accompanied by a special written release form signed by the doctor and the parent. This form may be obtained from the school office. The dosage from the doctor must be on the original prescription bottle.

Insurance Coverage

Families who do not have medical or accident insurance are urged to purchase the student insurance coverage offered by the BVSD. When accidents happen to students at school, medical assistance is frequently sought. Adequate insurance coverage is highly recommended.

Student Responsibilities

The main responsibility for a student at school is to learn. Every student has the right to pursue learning in a safe and comfortable atmosphere. With this right comes the responsibility to respect the rights of other students. Arrive on time and be prepared for school. Teachers and their students work together to decide on any other rules which are needed in their classrooms. Each fall, and as needed, class meetings will be held to

discuss safe conduct in the halls, restrooms, dining room, playground, and indoor recess. Teachers will also discuss what to do about strangers and stray animals on school property. In general, students are expected to demonstrate the Character Traits that Matter at NES.

School Bus Program

Bus Assignments

Bus assignments are made according to the bus routes established each year. Information about routes is available by calling the school office or the Nederland Transportation Department at 720-561-6240. Students are to ride the same bus each day. If a change is necessary they must bring a signed note from home. The student should show this note to the school office for approval and then present it to the classroom teacher and the bus driver on the way home. A note is also necessary if a child is to get off at a different stop on his/her same bus route. Students who open enroll to Nederland Elementary School may also apply for space available busing. Forms may be obtained from the Nederland Bus Supervisor or accessed through the district website (www.bvsd.org) on the Transportation page. Space available applications must be completed each year and submitted prior to the student riding the bus. Every effort is made to accommodate the family and assign the student a bus stop that is close to home. According to Board policy, bus stops may not be added for space available students.

Transportation Discipline

Student bus rules and expectations for safe conduct are distributed by the bus drivers each year. These transportation forms must be signed each year and turned in within the first two weeks of school to avoid a suspension in bus riding privileges. In general, rule violations will be dealt with on an individual basis between rider and driver. If a problem continues, a written misconduct report will be made to the school. Parents will be notified in writing. Three misconduct reports will be reason for suspension from the bus; parents will then be responsible for transportation to school. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.

Parents Riding the Bus

Parents are allowed to ride the school bus on a space-available basis. Special arrangements must be made with Nederland's transportation supervisor at 720-561-6240.

Miscellaneous School Policies

Discipline Philosophy

The NES discipline philosophy provides opportunities for students to develop safe, responsible, and respectful behavior. Student Council, PTSA, and teachers were surveyed to develop a list of intolerable or "nonnegotiable" behaviors at NES. These behaviors include: (a) theft, damage or destruction of property, (b) verbally offensive language/obscene gestures, (c) defiance of authority, (d) physical contact, spitting, fighting, threats, or intimidation, and (e) harassment of students or staff. These behaviors along with those discussed in school district policy are used to create our discipline hierarchy.

A discipline hierarchy is used by the principal to track student behavior incidents.

1. The first incident is considered a "learning opportunity" and a detention or loss of privilege may be given. Detention may include a brief stay in the office or classroom, loss of recess, etc. Students will be

asked to discuss the incident and identify appropriate replacement behaviors.

2. The second incident is considered a “mistake” and a detention or loss of privilege may be given. Parents will also be contacted. Students who violate the rules are asked to tell or write about the impact of their behavior on others and repair the harm by giving and accepting apologies. Students will also be asked to discuss alternate, more appropriate replacement behaviors.
3. The third incident is considered an act of “willful disobedience” or defiance and added detention or in-school suspension may be given. A behavior plan may be put in place with parent, student, and staff input.

After the third incident, the student may be placed on in-school or out of school suspension, depending on the severity of the incident. Parents are contacted for a conference with the principal. A revised behavior plan is put in place and monitored both at home and at school.

At NES, we work together with students and parents to ensure that students stay in school and learn more each day. Class meetings, peer mediation and counseling are provided for students who need help in developing responsible and respectful behavior. Continuous disruptive behavior is not tolerated. Serious violations of the school’s conduct code may result in automatic suspension or recommendation for expulsion from school as determined by the district and state law (Colorado Revised Statute 22-33-106).

Copies of the Student Rights and Responsibilities will be emailed to all families. Hard copies are available in the office. Please reference behavioral expectations and discuss this with your child. Please read this document with your child and sign and return the Parent/Student sign-off sheet.

Parking Lot Safety and Courtesy

Parking lot changes have been implemented due to the difficult and often unsafe situation during pick-up and drop-off. Parking spaces were decreased to allow for a moving flow lane. This lane does not allow for parking or cars left unattended during the morning drop off and afternoon pick up. If you need to escort your child to and from school you must park in one of the three designated visitor parking spots in the lower parking lot or on the north side of Sundance Trail.

Travel through the parking lot with great caution and care to protect all who must walk in the parking lot. Remember to treat others with courtesy and to exercise patience during these hectic times. The childrens’ safe access to the school is our mission.

Birthday Celebrations

A student may have a short celebration of his/her birthday in the classroom with the approval of the classroom teacher. Parents wishing to send healthy treats should include enough for all the class and may come and help to serve the food if they wish. Contact individual teachers for more information.

Bicycles

Bikes may not be used during the school day. Bikes brought to school must be parked and locked in the bike racks. Students will walk bikes on the sidewalk to the bike rack and obey all Town cycling rules.

Dress Code

Students are to dress in clothing which is neat and clean and is not disruptive to the learning process in the classroom. Shirts advertising tobacco, drugs, alcohol or inappropriate language are not to be worn. Also not allowed are spaghetti straps, shirts exposing midriffs or chests, and low-riding pants or shorts exposing

underwear or skin. Students will not be allowed to wear outside clothing in the classroom. Appropriate footwear is required to be worn at all times: i.e. shoes inside, boots outside for snowy days, tennis shoes for gym. Children should have warm hats, mittens and boots to wear outside in cold weather. No hats or head scarves or bandanas are to be worn while inside the building.

Gum

Gum chewing will not be allowed in any area of the school.

Lost and Found

A lost and found is maintained in the school cafeteria and office throughout the school year. Parents are encouraged to check periodically for lost items. Each year a number of items are unclaimed by pupils and will be given to charity. Students should have their name on all clothing and other items brought to school.

Lunch Program

Hot lunches are served daily. Students may buy a hot lunch daily, by the week or by the month. A Harvest Bar is included with each hot lunch purchase or may be purchased separately. Students will be allowed to charge only 2 lunches. A student will be served a bean burrito if the charges exceed the limit. Children may bring their own lunch from home. A menu will be sent home monthly, as received from Nutrition Services Departement.

A free or reduced-cost hot lunch program is available for eligible families through a federally funded program. Parents may apply any time during the school year by filling out a form and returning it to the school office. Students will receive a free or reduced lunch if parents qualify according to the Federal Income guidelines. Parents are encouraged to inquire about this program by contacting someone in the office. A Free and Reduced Lunch Program application is available in the office for those who wish to apply.

An optional breakfast will be served daily from 8:00 – 8:15am (**8:45am – 9:00am on Wednesday**). Students on Free OR Reduced Lunch will receive breakfast for free. Others will be charged \$1.50.

Money/Personal Property

Personal property brought to school should be kept to an absolute minimum. The only money a student should have is what is necessary to pay for hot lunch, field trips etc. Parents are encouraged to use checks rather than cash. Do not bring toys or special personal items to school such as walkmans, cell phones, facsimiles of weapons, knives and laser pointers. These items will be confiscated by the school.

Nondiscrimination Policy

The Boulder Valley School District will not tolerate discrimination, harassment or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability or religion.

To report an incident against you or someone else, please contact the principal. The principal will investigate, keeping your report confidential, and develop an appropriate resolution. Disciplinary action may range from conferences with student and/or parent to suspension.

Pets

Cats and dogs are not allowed in school. Other animals of 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 by the child's parents.

Snacks

All students are provided a snack break sometime during the day. Parents are encouraged to send healthy snacks.

Staying After School/Alternative Plans After School

There is no supervision for students before 8:00am (**8:45am Wednesday**) and after 3:10pm. When a child is to stay after school, prior arrangements for transportation and supervision must be made between student, parent and appropriate school personnel. If a student would like to go home with a friend, either walking or by bus, he/she must have written permission **in advance** from the parents. Under no circumstances may students make these arrangements during the school day, nor will they be permitted to phone home for such purposes.

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 PTSA or Student Council and approved by the principal to raise funds for a school related activity.

Telephone Use

Students are to use the office telephone only and are not to use the telephone in the classroom. Students will only be allowed to use the telephone in the event of an emergency.

Telephone Messages/Personal Phone Calls

Make your daily plans and write necessary messages for your child before your child arrives to school. In the event of an emergency only, the office staff will deliver messages at 2:45pm. Students in grades 1 – 5 will be called to the office on the intercom by 2:50 pm to pick up their message. Staff will check the bulletin board outside the office on their way out of the building for last minute changes. Preschool and kindergarten messages will be delivered directly to the classroom. *Any messages received after 2:50 pm will not be delivered.*

Visitors to Classroom

District policy prohibits non-Nederland Elementary School students to visit our school due to the disruption of the learning environment.

Special Education Needs

Special Education

Special education services are provided through our Response to Intervention Model. Special Education teachers and service providers are part of the Intervention Team. They bring their experience and specialized skill to serve our whole school as well as student's with an IEP. Our intent is to provide inclusion at the highest level as well as specific, prescribed instruction where it is needed.

Extracurricular Educational Programs

After-School Activities

After-school sports and activity programs are scheduled during the year. Parent volunteers are needed for these programs. Students will be charged a fee for each event in which they participate.

Assemblies

All-school Pride Assemblies, which emphasize student achievements and overall school spirit, are conducted each trimester. Other assemblies are held whenever a special program is available throughout the year. They are treated as a regular part of the school program and students attend with their classes.

School Programs for Support and Enrichment

NES has a safe, trusting, and happy environment that welcomes students of diverse abilities. We offer challenging learning activities and enrichment activities for Talented and Gifted Students. In order to broaden our special education services, we are adding a cross-categorical classroom to support our special needs students. NES provides a preschool program to children in our community. Some of the children attending the preschool have an individual educational plan (IEP), allowing them to receive services through speech language, occupational therapy, physical therapy, behavioral programming and/or counseling and educational support.

We have also implemented a new instructional support program called the Response to Intervention Model. The model brings together our special education and literacy specialists to form a collaborative team who provide small group instruction to identified students. We identify students who need this support through literacy assessments, TAG assessments, CSAP assessments, Math assessments, and teacher referrals. Our intent is to provide short term, intensive interventions and on-going instructional support, as needed, at a specific time each day. This allows the students to remain in class during math and literacy blocks, not missing any valuable teacher instruction.

Special curricular events for all students include:

- Publishing Center
- Literacy Lab
- Science Fair
- Lego Club
- Choir Camp
- Instrumental Music
- Gymnastics "Circus"
- After school sports
- Track and Field Day
- Peer Leaders
- Peer Mediators
- Yearbook Club
- Big Brother/Big Sister (partners with Nederland High School)
- Panther PAWS Assemblies
- Character Matters
- Transition programs for 5th grade students going to Nederland Middle School
- Winter Adventure Days

Ski Program

We will continue to offer downhill skiing, snowboarding, and Nordic skiing through Eldora Ski Area. The Nederland RINK will be available for ice skating activities. This park, which is located just a ¼ mile from our school, will enable us to offer hockey, figure skating, and recreational skating opportunities. Our expectation is that 100% of NES children will enjoy the activity of their choice this year and take advantage of these wonderful learning opportunities.

Student Council and Peer Leaders

Student council is composed of representatives from grades 3 through 5. Students are both elected by classmates and selected by their teacher to serve on this council. The purposes of the student council include developing school wide communications dealing with school-wide problems and sponsoring various kinds of special activities. Peer Leaders are composed of students in grades 4 and 5. Students are nominated and selected by teachers and the principal. Peer Leaders work to uphold the NES character traits through year-round activities and skits at award assemblies.

Character Education and Safe School Environment

The implementation of the Character Matters Program at NES has provided the basis for our safe school plan for several years. We are a Positive Behavior Support (PBS) school that focuses on clearing identifying and actively teaching expected behaviors. The feedback we have received from Nederland Middle/Senior High School 6th grade teachers regarding student behavior and application of the character traits in daily behavior has been very positive. Student surveys conducted indicate a high degree of emotional satisfaction from being involved in the Character Matters and Positive Behavior Support Programs. Both of these programs are supported by our Bully Proofing and Anti Bias curricula.

School Committees/Parent Volunteer Organizations

School Accountability Committee (SAC)

The SAC serves as the state-mandated accountability committee for NES. The accountability committee meets monthly to monitor progress toward goals. The committee reviews what we have currently in place and considers additional ideas for student academics and character building. Parents and community members are encouraged to send their ideas to the attention of the committee. The SAC consists of up to thirteen representatives: six parents/community members, six staff members and the principal. Members are elected for a two-year term in the fall of each year.

The mission of the NES SAC is to promote, support and ensure quality education for all children by (a) overseeing the accountability and accreditation process, by analyzing student and community data, and by developing and monitoring school goals, (b) soliciting, coordinating and disseminating information within the school community, (c) honoring the individual uniqueness of people of all ages and cultures, (d) identifying problems that hinder or prevent the continued improvement of the community educational process, and (e) advocating for creative, positive change. Decisions will reflect sound educational philosophy, legal and ethical standards, school board policies, and budgetary considerations. If you are interested in becoming a member, please contact the principal.

PTA (Parent Teacher Association)

The NES PTA is an affiliate of the state and National PTA. The goal of the PTA is to promote and enhance the education and enrichment of children. PTA provides people and financial support for many school programs including outdoor education, art enrichment, literacy night and more. PTA fundraising events include the Spell-a-thon and the Book Fair. Membership in the PTA is open to all community members, parents, teachers, students and businesses.

Student Directory

The Student Directory lists classes with student's name, address, phone and parents' names. It is the result of a volunteer effort on the part of our PTA. The directory is published with parent permission.

APPENDIX

Staff List

Calendar

Internet Use Policy

Non-Participation Form - Media

Absence Form

Nederland Elementary School Staff

Principal

Jeff Miller

Classroom Teachers

Preschool

Irene Pritsak

Kindergarten

Johanna Gangemi

First Grade

Mary Waddell

Sue Hubert

Second Grade

Jill Morimitsu Mahon

Marceia Decker

Third Grade

Rebecca Vosteen

Kimberlee Sorrell

Fourth Grade

Kelly Teitelbaum

Amanda Pederson

Fifth Grade

Tammy Forrest

Brenda Theodorakos

Interventionists

Helen Taft

Rhonda Horowitz-Romano

Carrie Howell

Special Education Teachers

Claudia Kuster

Rhonda Horowitz-Romano

Liz Pelletreau, Speech/Language

Zoe Brooker, Occupational/Physical Therapist

Kaiya Wolf

Support Services Personnel

Chris Munro, School Psychologist

Robyn Mead, School Psychologist

Specialists

Doug Johnson, Art

Jessica Cooper, Instrumental Music

Susan Jones, Music

Helen Taft, Media

Mary Joyce, Physical Education

Patty Kayler, Kindergarten Enrichment

Sara Hersh, TAG

Megen Stadele, ESL

Administrative Staff

Juanita Gloe, Principal's Assistant

Marisa Orszulak, Registrar

Sheila Kassera, Clinic Assistant

Custodial Staff

Marie Allen, Head Custodian
Carol Brengosz

Paraeducators

Jacquie Anderson
Shorey Condon
Debbie Garrison
Deb Hadford
Sara Hersh
Hillary Burton-Reynolds
Ruth Whirl
Lisa Wollard

Food Service

Kellie Shankey, Kitchen Manager
Laura Clare, Cashier

Transportation

Keith Putman

2011-2012 SCHOOL YEAR CALENDAR

Revised 6/1/2011

| | | | |
|--|--------------|---------------|--|
| <p>15 First day of school 6th 9th (transition) 1st – 5th 16 First day 7th, 8th, 10th, 11th, 12th 24 NES Back To School Night K Assessment 15–17 K Staggered 18-19 K First full day 22 Student Contact Days: 13 Teacher Contract Days: 17</p> | AUGUST '11 | SEPTEMBER '11 | <p>27 Fall Parent/Teacher Conf. 29 Fall Parent/Teacher Conf.</p> <p style="text-align: center;">A= Assessment Day for Elem</p> <p>Student Contact Days: 20 E /20 S Teacher Contract Days: 21</p> |
| <p>Q End of Quarter 5 Fall Parent/Teacher Conf.</p> <p>Student Contact Days: 20 Teacher Contract Days: 21</p> | OCTOBER '11 | NOVEMBER '11 | <p>T End of Trimester</p> <p>Student Contact Days: 16 Teacher Contract Days: 16 + 2</p> |
| <p>Student Contact Days: 12 Teacher Contract Days: 12</p> | DECEMBER '11 | JANUARY '12 | <p>Student Contact Days: 19 Teacher Contract Days: 20</p> |
| <p>T End of Trimester</p> <p>28 Spring Parent/Teacher Conf.</p> <p>Student Contact Days: 19 Teacher Contract Days: 20</p> | FEBRUARY '12 | MARCH '12 | <p>Q End of Quarter</p> <p>1 Spring Parent/Teacher Conf. 7 Spring Parent/Teacher Conf.</p> <p>Student Contact Days: 17 Teacher Contract Days: 17</p> |
| <p>19 Nes Carnival</p> <p>Student Contact Days: 18 Teacher Contract Days: 18 + 2</p> | APRIL '12 | MAY '12 | <p>Student Contact Days: 18 Teacher Contract Days: 19</p> |
| <p>First Semester Days: 81 Second Semester Days: 91</p> | JUNE '12 | JULY '12 | <p>1st Trimester Days: 56 2nd Trimester Days: 56 3rd Trimester Days: 59</p> |

A= Assessment Day

E= Parent/Teacher Conf. Exchange

F= First/Final Day of School

H = Holiday

PD = Professional Development

S = Semester

T = Trimester

W= Teacher Work Day

☐= Vacation

**ELEMENTARY STUDENT
ACKNOWLEDGEMENT REGARDING USE OF TECHNOLOGY**

1. I have read and understand Boulder Valley School District’s “Appropriate Use of Technology Resources for Students” which can be referenced in the Student Rights and Responsibilities Handbook and through the BVSD website and agree to abide by all terms and conditions. I further understand that violation of these terms and conditions may result in the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

Student’s signature (required for 4th and 5th graders only)

Student name (please print)

2. At the elementary level, email is not made available to students unless requested by a teacher, connected to a specific curriculum unit, explicit parent/guardian and principal permission is acquired, and close supervision by adults is provided.

3. As the parent or legal guardian of the above student, I have read the Boulder Valley School District’s “Appropriate Use of Technology Resources for Students”.

By signing below, I give my express consent to his/her use of these resources and agree to ensure that my child understands and abides by the terms and conditions of the “Appropriate Use of Technology Resources for Students” statement.

Parent/Guardian signature

Parent name (please print)

Date

If this sheet is not returned with a signature: I understand that my child will not be able to use school technology to:

- Perform basic word processing, build spreadsheets, or browse the Internet
- Conduct research on classroom or library computers
- Search the school library catalog for books/resources
- Download educational videos, podcasts, simulations, or content
- Publish student work
- Fulfill requirements in computer lab assignments
- Conduct science experiments using computer-based simulations or probes
- Do computer presentations in class
- Engage in distance learning experiences
- Use clickers or other classroom assessment technologies
- Engage in online collaborative projects
- Engage in electronic discussions with experts outside the classroom
- Share or exchange files with students in or outside the classroom
- Store student work for retrieval at home

All students, regardless of age, must have this acknowledgement signed by a parent or guardian in order to access technology resources at school.

**PARENT/STUDENT SIGN-OFF SHEET
BOULDER VALLEY SCHOOL DISTRICT**

2011-12 School Year

Student's Name Grade

School Name _____

Parent or Guardian's Name

A. Boulder Valley School District Student Code of Conduct

Our goal in Boulder Valley School District (BVSD) is to provide a safe and successful environment for your child. Research on Effective Schools states that if children feel safe at school they are productive and successful. Please review the Student Rights and Responsibilities Guide so that you understand the district's behavioral expectations and the consequences for failure to meet those expectations. I understand that in order to participate in Middle/High school sports, I must agree to the rules and regulations in the athletic code of conduct.

_____ **I have reviewed and understand the district's Code of Conduct.**

Student's Initials

_____ **I have read the Student Rights and Responsibilities Guide and Parent/Guardian Initials reviewed it with my child.**

B. Academic Honesty

Students are expected to respond to academic challenges with the highest degree of integrity and honesty. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. Consequences will result when this policy is violated. (Board Policy JFA and JFA-R).

_____ **I understand the expectations regarding academic honesty placed upon me Student's Initials as a member of the BVSD academic community.**

_____ **I have reviewed the district's expectations regarding academic honesty Parent/Guardian Initials with my child.**

C. Compulsory Attendance

Frequent absences from the regular classroom disrupt the student's education.

The Colorado legislature has adopted compulsory attendance laws (COLO. REV. STAT. § 22-33-101 et seq.), to ensure regular school attendance for children between six and seventeen years old. These attendance laws place the responsibility of regular attendance on the student and the parent.

If a student has four unexcused absences from school in any one month or 10 unexcused absences during a school year, the student is in violation of the Colorado School Attendance Law and District Policy (JED, JED-R), therefore, the district may commence disciplinary and/or legal action.

_____ **Student's Initials Parent/Guardian Initials
Parent/Student Sign Off Sheet (continued)**

D. Disclosure of Directory Information

The district may disclose directory information from a student's record. Directory information is defined by Board Policy JO-R (found on our website at www.bvsvd.org) as including: the student's name; date and place of birth; participation in officially recognized sports and activities; height and weight of athletic team members; dates of attendance; and degrees, awards, honors, and other distinctions received. The addresses and telephone numbers of students will not be disclosed, except as provided by law. The parent of a student (or an eligible student) may refuse to allow the release of student directory information.

I agree to the release of directory information _____ **(Parent/Guardian Initials)**

I do not agree to the release of directory information _____ **(Parent/Guardian Initials)**

E. Club and Activity Membership

I understand that if I am suspended due to alcohol or substance use or possession or other serious violations, I may lose my privilege of being a member of a club or organization and/or any leadership roles.

_____ **Student's Initials Parent/Guardian Initials**

F. Permission to Include Student in Media Coverage

There may be times during the school year when different media groups (newspapers, television, university, school production class, etc.) will cover activities at the various Boulder Valley Schools with articles, video or still photography that may be published locally or nationally. In addition, schools or the district may want to include school-oriented articles, video or photography in their own publications and/or on their own websites.

I give my permission for my student to be included and identified in both district and non-district media coverage, including articles, videos and photographs.

Parent/Guardian Initials

G. Athletics and Media Coverage

I understand that if I participate in middle/high school sports, the sports events at which I compete are public events and may be covered by media. I also understand my photo, name and other identifying information may be published by district and/or non-district media in print and/or electronic coverage of sporting events in which I participate.

Student's Initials Parent/Guardian Initials

FINAL SIGNATURES FOR SIGN-OFF FORM

Student's Signature Date

Parent/Guardian Signature Date

NEDERLAND ELEMENTARY SCHOOL
Prearranged Absence Form
(Return to the office at least 2 weeks prior to absence)

We are concerned about any absence which takes a child away from school. Completion of this form is required when your child will be out of school for an extended period of time.

The BVSD Attendance Policy (JED) (see back for policy details) states that a student is considered truant at the elementary level when they miss 4 days in one month or 10 days in one calendar year. Therefore, this prearranged absence form cannot serve as a means to automatically excuse the absence.

The principal will look at the cost-benefit to your child's education, based on the teacher's records, attendance, and the length of the trip when considering the request for approval. If the request is denied, each absence will be counted as unexcused.

Please complete the form below and return it to the office two weeks prior to the absence. **Failure to return this form within the two week window may result in an unexcused absence.** The principal would also like you to schedule a time with her to discuss your child's extended absence from school.

Child's Name

Teacher's Name

Dates out of school

Return Date

Total School Days Missed

Reason for Absence:

Parent Signature

Date

FOR OFFICE USE ONLY

Principal signature

Date

Number of Days Already Absent

Comments:

