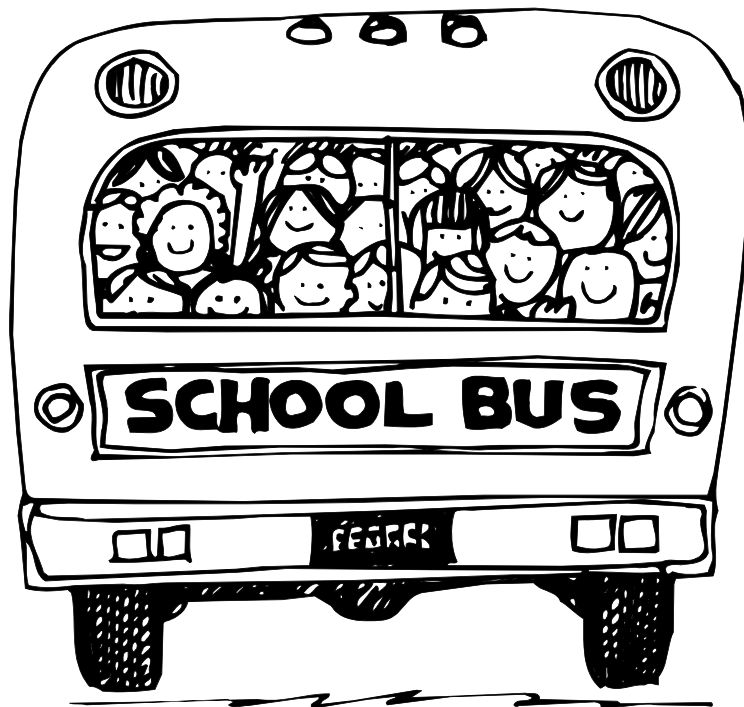


SUPERIOR ELEMENTARY SCHOOL

FAMILY HANDBOOK 2011-2012



1800 South Indiana Street
Superior, CO 80027
720-561-4100

Fax 720-561-4101

<http://schools.bvsd.org/superior/>

Jennifer Ikenouye, Principal
Johnna Wynn, Assistant Principal

INTRODUCTION TO THE FAMILY HANDBOOK

Welcome to Superior Elementary School

We are excited to begin the 2011-2012 school year. The entire Superior staff looks forward to knowing each child personally and sharing in these critical learning years. We share a commitment to providing each student with the knowledge and skills essential to becoming a lifelong learner and contributing participant in a changing world community. Our goal is to challenge all students to explore their abilities by developing skills in communication, critical thinking, problem solving, human relations and citizenship. We strive daily to meet that challenge.

The many hours of volunteerism each year help us to individualize instruction and provide enrichment opportunities to our students. We hope you will be involved in some capacity throughout this year. Please join us in volunteering, having lunch with your child, attending committee and PTA meetings. Research reinforces the positive connection between a parent's involvement in school and the high academic performance of the child. We extend an invitation to you to provide input, volunteer and be involved for the benefit of all Superior students.

This Family Handbook is designed to address the most important details that will help students and families have a successful year at Superior Elementary. Please take time to read it and understand it as a family. We hope it will be helpful to you throughout the coming year. It will also be available on our school website <http://schools.bvsd.org/superior/>.

We look forward to meeting each family soon and we hope that your child has the best possible school year as a successful learner. If there is anything I can personally do to help your child during this school year, please call the office to set up an appointment. Thank you for your partnership!

Jennifer Ikenouye, Principal
and the staff of Superior Elementary School

Superior Elementary School Mission Statement

The Superior Elementary School community encourages all students to reach their individual potential by engaging them in challenging learning experiences. Our school will prepare students to think independently, logically, and creatively; to enjoy learning; to be respectful of others; and to act as responsible citizens.

Our school vision includes

High academic standards and consistent expectations for all students,
A safe, orderly, and respectful environment,
Teachers committed to being learners and leaders,
Parents and community involved in supporting the education of all children,
Students engaged in expanding their knowledge of the world to be successful, lifelong learners.

School Hours and Attendance Requirements

▪ School Hours

First-Fifth Grades.....	7:54 a.m. – 2:30 p.m. M,T,W,F; 7:54 a.m.-2:00 p.m. Th
Morning Kindergarten.....	7:54 a.m. – 10:45 a.m. M,T,W,F; 7:54 a.m.-10:30 a.m. Th
Afternoon Kindergarten.....	11:45 a.m. – 2:30 p.m. M,T,W,F; 11:30 a.m. – 2:00 p.m. Th

▪ Arrival Time/ Parent Drop off

Children should arrive at the school between 7:45 and 7:54 a.m. The playground is not supervised before 7:45 a.m. Parents are asked to drop students off on the curbside in the “Hug and Go” area or the front curved traffic circle to avoid bus traffic. Please use these designated drop off areas only. Please see the site map at the end of the handbook showing the “Hug and Go” lane and traffic information. **Do not leave parked cars at curbside. Never block the handicapped areas. Violators may be ticketed.** If you need to park your vehicle, please use the parking lot or the recreation center. Parents driving their children should be sure that they do not have to cross moving traffic to safely arrive at the sidewalk area. The bell bringing students into the building rings at 7:54 a.m. **Students may not enter the building before 7:54 a.m.** During inclement weather, a red flag is hung on the flag pole letting students in 1st-5th grades know that they can go to the gym. Kindergarteners go to their classes.

▪ Attendance and Reporting of Absences and Tardies

Children who attend school regularly perform much better in academic areas and are motivated to succeed in school. School district policy requires that students be in school unless they are too ill to attend. **A student who has more than 8 days of unexcused absences (need not be consecutive days) during a school year may be in violation of the state attendance law.**

When students are absent from school, parents are asked to notify the office prior to 8:30 a.m. on the day of the absence by calling the school office at **720-561-4102**. You may leave a message any time of the day or night regarding absences. Please state: *child’s name, teacher, grade, date of absences, reason*. If no call is received about an absent student by 8:30 a.m., an automated call will be generated to contact the parent at home.

In the event that your child is tardy, please sign them into the office and receive a tardy slip to give to their teacher.

Parents who know in advance that their child will be absent are asked 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. Allowances will be made to adjust assignments and deadlines when students are ill. Good attendance is also important for our school funding. BVSD has one official attendance count day, which is Monday, October 3, 2011.

▪ Leaving School

Parents may pick up their child during the school day, but they must report to the school office to sign the child out of school. Someone other than their parent may take students out of school only when written permission of the parent has been provided. Proof of identification may be requested. Please alert school administrators of court issued restraining orders, changes in custody or guardianship, etc. and provide a copy of official documentation so that we may be in compliance with these requests.

▪ Staying After School / Alternative Plans After School

When a child is to stay after school, prior arrangements for transportation and supervision must be made between student, parent and teacher. 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 involved. Students may not make these arrangements during the school day, nor will they be permitted to phone home for such purposes. These arrangements should be made a day ahead.

▪ Vacations and Family Holidays

Superior Elementary staff believes in the importance of family activities and vacations. However, we also believe in and support the importance of daily attendance and continuity of learning. Sometimes, these beliefs can conflict with each other. Extended vacations and absences from school can cause gaps and difficulties in learning. Please plan family

vacations and activities when school is not in session. **Teachers will not provide assignments for vacations. Parents are encouraged to have their child keep a journal and read daily.**

Students will **make up missed assignments upon his/her return**. All missed work **must be turned in within two weeks** of the student's return from vacation.

▪ **School Calendar**

The Superior Elementary School calendar is provided at the back of this handbook. Parents will be reminded through newsletters at least two weeks in advance when teacher professional development, parent/teacher conferences and holidays are scheduled. Check the web site for most current events.

▪ **School Closings (Snow and other emergencies)**

The Boulder Valley School District policy concerning closing school in inclement weather is as follows:

- ❑ Occasionally schools are closed for emergencies. The final decision is made by the Superintendent upon advice of the Transportation Supervisor. The decision is made before 6:00 a.m. of the day affected. This information is immediately posted on the District web site. Radio stations are notified so they can broadcast this information. The official stations are KBCO (97.3 FM), KGNU (88.5 FM), KHOW (630 AM; 95.7 FM), KQKS (107.5 FM), KOSI (101.1 FM), KWBI (91.1 FM), KXKL (KOOL) (105.1 FM), KBVI (1490 AM), KOA (850 AM), KYGO (98.5 FM; 1600 AM), KKFN (950 AM), KBNO (1220 AM), KCFR (90.1 FM), KDCK (104.3 FM). Television stations 4, 7, and 9 will also broadcast school closings. This is the only notification you may expect that the schools will be closed.
- ❑ We ask your cooperation in watching the weather, listening to the radio and watching television, and keeping your children home if you consider the conditions too dangerous for them to be out.
- ❑ Mid-day closings of Boulder Valley schools are not feasible because many parents are at work making it impossible to notify them that their children are being sent home early. For safety reasons, all children will be kept at the school until regular dismissal time once they have arrived at the school. The exception is afternoon kindergarten sessions, which may be canceled if weather conditions are becoming worse throughout the day. Parents may choose to pick their own children up early if weather threatens to be dangerous during the day.

School / Home Communication

▪ **Newsletters**

Our school newsletter, the *Creekside Connection*, informs families about the school events, lunch menus and about school programs. The newsletter is emailed to each family on the first Friday of each month and is posted on our website. In addition to our newsletter and weekly announcements, information will be posted on our school website: <http://www.bvsd.org/schools/superior>.

Teachers will also send home classroom newsletters. Teachers appreciate having a better understanding of their students and welcome comments and questions from parents. Please determine with your child's teacher the best means of communication i.e., Friday Folder communication log, e-mail, voice mail, etc.

▪ **Friday Folders**

Every student will be given a Superior Elementary School "Friday Folder" at the beginning of the year. This will be used to carry home school and classroom newsletters, progress reports, notes from teachers, and student work. Please review the contents each week and return the Friday Folder on Monday. This folder will be used all year.

▪ **Email Distribution Lists**

The PTO Manager (an online software system) is used to organize families' contact information. This makes it easier for PTA to communicate with families about school information, create our school directory, recruit volunteers, and compile classroom information. Please log onto www.superiorelementary.ptomanager.com to register. You can also find the link on our school website. If you have any questions, contact Lisa Monette at mermaidlisa@mac.com.

▪ **Back-to-School Night – August 31 (6:30 – 7:55 p.m.)**

Teachers will describe their classroom schedules and curriculum during structured presentations. They will be available to answer general questions regarding expectations for learning, homework, grading, communications, etc. Specialists will also describe their programs in the gym, library, music rooms, and art room. Parents are asked to **not** bring children to these presentations, as teachers will prepare a great deal of information for parents this evening. However, if it means you cannot attend, you may bring your child and he/she must stay with you.

▪ **Parent-Teacher Conferences**

Sign up lists for Parent-Teacher conferences are posted beginning at Back to School Night in the hallway by the office.

September 20, 21, 22 (2:45-7:00 pm)
February 28, 29, March 1 (2:45-7:00 pm)

Our goal is to meet with 100% of our parents during conferences to share assessment information, set goals and to check in with parents regarding any questions they may have about their child's school experience. Literacy, special education and specialist teachers may also attend the child's conference.

In addition, parents may request to conference with teachers and staff at any time and are always welcome to visit the classroom. Parents may schedule visits with individual teachers if they have questions about daily classroom routines. Parents 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 an individual child. Conferences should be arranged before and after school.

Academic Programs

Superior Elementary offers a content-rich curriculum that addresses all District content standards. Our goal is to set high academic standards for learning in a safe, positive school environment. Students consistently perform above the BVSD and State of Colorado standards for learners. Highlights of this curriculum include a spiraling social studies curriculum with engaging topics through which children learn American and world history, geography as well as the study of many cultures. Science topics are reinforced through student experimentation and observation. A comprehensive language arts curriculum enhances and extends all subject areas.

▪ **Field Trips**

Each grade level takes several fields trips per year in the Boulder or Denver area. In addition, walking trips may be taken in the Rock Creek neighborhood. Parents will be asked to sign a permission slip at the beginning of each year to allow neighborhood walking field trips. Teachers send home notes describing the trip ahead of time and requesting parent permission for students to participate. Fees charged to students may offset the cost of some field trips. A student is never restricted from participating based on financial reasons. Frequently parents are invited to attend the trip as volunteer helpers only after they have completed both the background check and the volunteer non-coaching agreement. For safety reasons, when packing students a lunch for a field trip, no glass bottles should be included. If parents prefer that students not attend a field trip, alternative academic activities will be provided for the student within the school environment.

▪ **Homework**

Homework will be given as appropriate to the grade level of the student. The purpose of homework is to reinforce skills taught in school, to develop independent work habits, and to engage in long-term research or creative projects. All students will be expected to spend some time either reading or doing homework every weeknight. Our school expectation is about 10 minutes per grade level per night (e.g. 1st grade for 10 minutes, 2nd grade for 20 minutes, 3rd grade for 30 minutes, 4th grade for 40 minutes and 5th grade for 50 minutes.) Each teacher may have additional reading requirements that may extend this general expectation. Please contact your child's teacher if you have any questions about homework.



▪ **Outdoor Education**

Each year the 5th grade classes spend three days and two nights in an outdoor education experience at Calwood. Learning experiences are integrated into outdoor activities. PTA helps support these trips. Parents will be asked to help pay the remaining costs, and scholarships are always available. Transportation is provided by school buses.

▪ **Report Cards**

The Boulder Valley School District's Standards Based Report Card indicates progress students are making on the achievements of standards for each grade level.

Report cards will be issued to all students three times per year at the end of each trimester. In all grades, these reports focus on skills taught at that level, including reading, language, math, science and social studies. Work habits and social growth are also evaluated. Teacher comments are also included.

Standards based reports are included in P.E., Art and Music. These teachers will be available during Parent Teacher conferences to confer with parents regarding student progress. Parents are always encouraged to review the report card with their children.

- **Tests and Assessments**

Colorado Student Assessment Program (CSAP) tests, which measure progress toward content standards in reading, writing, science and math will be administered to all 3rd, 4th and 5th grade students during February-March of each year. Parents may make an appointment to come to school and review this data with the principal or teacher in the fall. The School Improvement Team reports collective school data to all school families in the Annual Accountability Report. The Colorado Department of Education issues School Accountability Reports for each school based upon CSAP results and other school based attendance, discipline and safety data. Superior Elementary has been recognized as a "Colorado School of Excellence" based on these assessment criteria since the inception of the State CSAP testing.

In addition, individual math, reading and writing assessments are administered during the school year. The results of these assessments are shared with parents during conference periods.

- **Cumulative Records**

Cumulative records are kept in the school office. Records contain the student's report card history, standardized test data and other records of academic achievement. Parents may request an appointment to review the records. Copies of contents of CUM folders will be provided to parents/guardians with a two-day request. These CUM folders are officially forwarded to the student's next school when they transfer.

Fine Arts, Physical Education, and Library

- **Art**

Each classroom has one 50-minute art class period per week. Art offers a wide variety of opportunities for artistic expression. In addition to heightening individual student's specific artistic skills, the art program helps develop aesthetic awareness, self-concept, self-discipline and personal fulfillment. Students' art may be selected during the year for other art competitions and displays. Mike Wojczuk is our full time art specialist.

- **General Music**

All students have two 45-minute music classes per week (Kindergarteners have two 20 minute classes). Students 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.

Special performances are held once a year for each grade level. Students are expected to attend these student performances as part of their school programming, and of course, parents will enjoy attending these programs as well. Spring talent shows are enjoyable and all students are invited to try out with a short skit or performance. The Superior Songbirds, our 4th & 5th grade choir, is offered to students twice a week. (Parents must provide transportation.) Our music specialists are Peggy Austin and Lynette Schulz.

- **Physical Education**

All students have two 45-minute periods of physical education each week. Kindergarteners have two 20-minute classes. The P.E. program helps each child develop a high level of motor skills and fitness for that individual. 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.

Students are **expected to dress appropriately and participate** in all scheduled physical education activities unless prohibited due to medical reasons. A written note from the parent and/or doctor must verify such reasons. On P.E. days, we request that students wear rubber soled sport shoes (avoid black soles), if possible.

After-school intramural sports will be offered throughout the year. Information will be sent home in Friday Folders. Students love to participate in activities such as tennis, volleyball, roller blading and Fitness Club. The P.E. specialists, Mrs. Kathy Carty-Mullen and Mrs. Merry Mungo, stress healthy life styles and personal fitness.

▪ **Instrumental Music**

The instrumental music program is available to any interested student in 5th grade. Students may choose between string, woodwind, percussion or brass instruments. Information will be sent home in August. There is no cost for participation in band or orchestra, but students must have or rent their own instrument. Instrumental music will be offered during school hours. Evening concerts will be held in the spring.

▪ **Library**

All students utilize the library on a regular basis. It is open to individual students throughout the school day. All classes will come weekly for book sharing and library instruction.. Students are responsible for the cost of replacing any books that are lost when checked out in their name. Parents will be notified periodically of overdue books. We appreciate parent volunteers in our library. Please contact Mrs. Dirks for more information.

Please do not take any books from the library without checking them out. Each year we lose many titles from the student collection and the adult/parent collection.

Health Care

▪ **Health Room**

The part time school nurse and health room paraeducator maintain health records on all students, check hearing and eyesight, and consult with parents about health problems. They are responsible for enforcement of the state regulation that requires all children attending Colorado schools to have completed immunizations. Parents must bring records of their children's immunizations to the school at the time of registration. Students registering from a school outside Colorado are allowed 60 days to receive immunizations or to bring in records. **Physicals are recommended for students entering Kindergarten and 4th grades.** Hepatitis B vaccination is needed to enter Kindergarten.

Students who become sick or are injured will be sent to the health room to be attended to by the health room para, Ms. Marti Eurich, or the office staff. When fever or vomiting are 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.** Our school nurse, in the building only occasionally, has no authority to diagnose or administer any medication. Students who have been treated for head lice must be seen in the health room for a nit check prior to returning to the classroom.

▪ **Insurance Coverage**

Families who do not have medical or accident insurance may purchase the student insurance coverage offered by the BVSD. Students can be insured for all school related activities during the school day. When accidents happen to students at school, medical assistance is frequently sought. Adequate insurance coverage is highly recommended.

Prescription Medicines

Prescription medicine can be given only if a special written release form signed by the doctor and the parent accompanies the medication. This green form may be requested from Marti Eurich or the office staff. The dosage from the doctor must be on the original prescription bottle. All medication must be brought to the office by the parent. We keep them in a locked medicine cabinet. Medications can be kept in the health room refrigerator if need be.

Emergency Information Cards

Please keep your emergency phone numbers on file in the office up to date at all times. We cannot adequately stress the importance of having accurate contact information. Your child's comfort depends upon this important communication link.

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 supportive atmosphere. We are a PBIS school (positive behavior intervention support). All of us commit to these three characteristics:

- Respect
- Acceptance
- Responsibility

▪ Boulder Valley School District Policy--Student Conduct

Please refer to the BVSD pamphlet entitled "2011-2012 Student and Parent Information Handbook," included the Friday Folder. This pamphlet includes district information on topics such as: student rights and responsibilities, student conduct and discipline policies, enrollment, discrimination policies, complaint and grievance process, etc. Also included is a directory of education center administration.

Superior Elementary Discipline Plan

Code of Conduct: At Superior Elementary School people and property are treated with respect so that all may learn.

The Superior Elementary School Discipline Plan has several levels. Each level outlines behavior problems and consequences.

▪ Level 1 - "Time Out for Thinking"/Conference With Teacher

When a student's behavior is causing a problem that interrupts learning for him/herself or others, "Time Out for Thinking" shall occur. Each classroom teacher will designate a place apart from others in the classroom (or the place where the incident occurred) to which students are sent for "Time Out." Time out allows the student to regain control of his/her behavior before rejoining the class or activity. This is a time to reflect on problem solving strategies, calm down or answer the question: "What do I need to do differently to be a good learner and a responsible community member?" Immediate improvement is expected. The staff member will debrief the situation before the behavior occurs again. A reasonable length of time should be used - depending upon the age of the student. The classroom teacher will contact parents if time outs are frequent.

▪ Level 2 - School Wide Discipline Referral : "Problem Solving Time"

The following offenses are considered Level 2 problems and should be dealt with using a School Wide Discipline Report:

- ♦ Verbally harassing or threatening behavior
- ♦ Physical, hurtful behavior
- ♦ Defiance of authority
- ♦ Damaging property
- ♦ Obscene language or gesture
- ♦ Continuous disruptive behavior

If one of these problems occurs the staff member will document it on a Discipline Report (pink slip) detailing the incident. The form is completed by the staff member at the time of the incident. Up to three minor infractions are documented before it is sent home to be signed by parents.

▪ Level 3

Level 3 offenses are those that are detrimental to the health, safety, and welfare of others in the school environment or interfere with learning and will warrant immediate administrative involvement. These may include possession of tobacco, alcohol, or controlled substances, theft, fighting, vandalism, skipping school, causing a false alarm, gender or ethnic intimidation, possession of a weapon or facsimile, or frequent disruptive behavior. The student accused will be given the opportunity to explain his/her position prior to disciplinary action being taken. If the student was involved in such incidents, he/she would be given a discipline referral and parents will be notified. A meeting to discuss the situation may be requested as soon as convenient for parents.

- **Level 4**

Level 4 offenses warrant immediate suspension from school, with school district involvement that could lead to recommendation for expulsion from school. These offenses would include: possession of a dangerous weapon, assault, robbery, sale of controlled substance, and habitually disruptive behavior that repeatedly interrupts the learning environment. A dangerous weapon is defined in the expulsion statute as “a firearm, whether loaded or unloaded, a firearm facsimile, a pellet or BB gun, a fixed blade knife (3”+), spring loaded or pocket knife (3 1/2”+), or any object, material, instrument or substance which is used, or is intended to be used, to inflict death or serious bodily injury.”

The Superintendent will make the recommendation for expulsion from school for up to a year’s time for these serious offenses.

School Bus Program

- **Bus Assignments**

Bus assignments are made according to the bus routes established each year by the BVSD Transportation Department. Information about bus routes is available by calling the school office or Lafayette Transportation at 720-561-5427.

Any families whose children have to cross Rock Creek Parkway or 88th Street may ride the bus to Superior Elementary School. Students assigned to buses are to ride the same bus each day. **If a change is necessary for them to go home with a friend or to a sitter, they must bring a signed note from home.** The student must show this note to the school office for approval and then present it to 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, walk or ride their bike (3rd - 5th only) home. We encourage the use of bus transportation, bike riding and walking to reduce traffic congestion near the school and to reduce environmental pollution. Buses usually arrive approximately 5 minutes before school starts. All buses will depart approximately 7 minutes after the dismissal bell.

- **Bus Rules**

Our buses are crowded, and we need every child’s cooperation when riding a school bus. Children should be on time and not have to run for the bus. The children should line up to board the bus. When getting off the bus after school, children who must cross the street should walk ten feet in front of the bus, wait for the driver to signal that it is safe to cross, and also look both ways before crossing. The bus driver must be obeyed at all times while students are under his/her supervision.

Students are not allowed to bring items on the bus that cannot be carried in the lap, stored under the seat, or held in front of them while properly seated. This includes large band instruments. No glass containers are allowed on the bus. No pets or animals of any kind are allowed on the bus.

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 and the school officials will determine the appropriate action or discipline. Because safety is of the utmost importance, chronic misbehavior will result in removal of bus riding privileges.

- **Kindergarten Bus Schedules**

Bus transportation is provided in the morning for AM kindergartners and in the afternoon for PM kindergartners. **Mid-day busing is not available.** Parents of morning kindergartners must pick up their children at 10:45 a.m. on M, T, W, and F and 10:30 on Thursdays. Parents of afternoon kindergartners must drop off their children at 11:40 a.m. on M, T, W, and F and 11:30 on Thursdays. Parents may drop their children off using the circle route, as teachers or paraeducators will be waiting for students.

Miscellaneous School Policies

- **Bike Riding/Walking to School**

We encourage 4th and 5th graders to ride their bikes to school. Third graders may ride their bikes after the fall safety program is completed. They are required to wear a bike safety helmet and lock their bike at the bike racks in the morning. Students should discuss safe bike routes with their parents. Students must walk their bikes and scooters while on school property. Students may not skateboard or roller blade while on school property. All students who must cross Indiana Street or Rock Creek Parkway should exercise great caution and use the cross walks with crossing guards.

▪ **Birthday Celebrations**

We do not encourage sending birthday treats to the classroom due to allergies, special diets and high sugar content. Parents may purchase a Birthday Book to be placed in our library collection. A nameplate honoring your child's birth date will be placed inside the cover. The librarian will read the book to the class that week, and your child may have the first "check out".

▪ **Classroom Donations**

All students' families will be asked to pay a school "donation" for classroom expenses. This donation covers your child's costs for field trip admissions, film processing, special art supplies, student magazine subscriptions, planners, etc. Though we are hopeful that all families will contribute with a check made out to "SES", these fees are not mandatory. Families of students who are unable to pay school fees will participate in all classroom activities. School fees range from \$25 or less per student depending upon the grade level and will be described by teachers at Back to School Night.

▪ **Crossing Guards**

A volunteer crossing guard program is in place at Superior Elementary. Guards are strategically located at various intersections near the school during the morning and afternoon commute time. Students are expected to respect and obey the crossing guards. If you are able to volunteer for a 20 minute 'shift' per week, please contact the front office staff.



▪ **Dress Code**

Students are to dress in clothing that is neat and appropriate and is not disruptive to the learning process in the classroom. Students will not be allowed to wear hats, baggy clothing, or outside clothing in the school building. Students may not wear shirts that contain advertisements for inappropriate products. Appropriate discretion is expected (i.e., no short or tight clothing, midriiffs must be covered, etc.) Safe and appropriate footwear is required to be worn at all times. For example, shoes inside, boots outside for snowy days, tennis shoes for gym. Children should have winter hats, mittens and boots in cold weather. Colorado weather is highly variable, and students will have outdoor recess unless it is excessively cold, windy or rainy.

▪ **Gum**

Gum chewing will **not** be allowed in any area of the school. We want to keep our building and furniture as nice as possible for a long time!

▪ **Lost and Found**

Items are hung on clothes racks near the cafeteria. Parents are encouraged to check frequently for lost items. Students should have their name on all clothing. Each year items are unclaimed and are given to charity. The lost and found collection shall be cleared out at least three times a year.

▪ **Lunch Program**

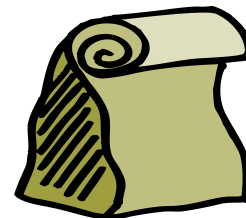
Students may buy lunch. Each child has a lunch account. Checks should be made payable to "Boulder Valley School District," and they will be deposited into the child's school lunch account. We will debit your child's account when they select a school lunch. Any money left in your child's account will be refunded to you at the end of the year. Children may also bring their own lunch from home. Please send a reasonable amount of food for the age of your child. We encourage children to eat the lunch provided.

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 an application for Free and Reduced Price School Meals. Students will receive a free or reduced price lunch if the parents qualify according to the Federal Income guidelines. Parents are encouraged to inquire about these guidelines.

Student lunch prices for 2011-2012 are:

\$2.95 Hot lunch, including milk

Students bringing a cold lunch may purchase milk for \$.50, juice for \$.25 or a side for \$1.00.



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▪ **Money/Personal Property**

Personal property brought to school should be kept to an absolute minimum. All articles of clothing should be labeled clearly with the student's name in ink so that if it is lost or misplaced it may be returned to its owner. **We do not allow**

toys or personal belongings (cards, collections, etc.) to be brought to school. Students may not bring radios, ipods, etc. to school. If a student has a cell phone, it must be “off” and in a backpack until dismissal.

▪ **Photo Releases**

Occasionally, a newspaper or television station asks to feature special events or programs at Superior Elementary School. In order to allow students to be photographed or quoted in the media, we need parent permission in writing. In the 2011-12 school year, we will be asking all parents to sign a media release form at the beginning of the school year. This form will be kept on file in the office so that we are able to use photographs of students in the media or for school related publicity. This also enables teachers to make video recordings of classroom events for distribution to students in that class. Signing these releases is optional. If parents have any questions they should contact a building administrator. We would never allow the media to speak to students in the event of a crisis or controversy.

▪ **Pledge of Allegiance**

State law presently requires that schools dedicate a time every day for students to say the Pledge of Allegiance. Superior Elementary will be reciting the pledge after morning announcements each day. If you do not want your child to participate, please contact the office for an “Opt Out” form.

▪ **School Directory**

In the fall, all parents will be invited to complete an informational document to be included in the school directory. The directory contains student listings for all classes, as well as names, addresses, phone numbers and e-mail addresses of parents and students who choose to have any or all of this information published. If you choose to not be included in the directory, only your child’s name will appear. We have found that this is a useful resource for families to contact classmates. The directory will be available for a nominal fee. ***The directory is issued only to SES families for their private use.***

▪ **School Supply Lists**

Each grade level creates a “school supply list” that is distributed to students before the school year. These are recommended supplies that will either be used by students or kept in their possession, or in some cases (K-2), shared communally with classmates. As with school fees, if families are unable to bring supplies, the school will assist in providing needed materials.

▪ **Telephones**

All teachers have individual phone numbers and calls can be made directly to their rooms. If a teacher cannot answer their phone directly, a message may be left on their voice mail. Teachers check their voice mail messages throughout the day. All teachers have an e-mail address as well. Details will be given to parents at Back to School Night.

▪ **Visitors to Classrooms**

Younger brothers, sisters, relatives or friends of students should not visit school during school hours. Visits of this type are disruptive to the classroom.. Please speak to the principal if you have any questions regarding special circumstances. Parents are always welcome as classroom visitors or helpers once you have completed your background check and signed the non-coaching agreement. Conferences (formal and informal) should be scheduled in advance.

▪ **Visitors to the School**

In accordance with BVSD policy we ask that anyone visiting our school report to the office immediately to check in. All adult non-staff members must wear VISITOR badges while they are in the building. Please return these badges when you check out as you leave. This is an important security measure.

▪ **Volunteers**

The school encourages parents to volunteer to work in the school. Volunteers are needed to work at all levels and with classroom programs, under the supervision of the teacher. Volunteers are also welcome in the library.

Teachers will be asking all parent volunteers to sign a “Confidentiality Agreement.” This agreement indicates that volunteers agree to maintain the confidentiality of all students’ records that you “generate or are given access to as an authorized volunteer.” Teachers will ask parents to sign this document prior to assisting with instruction of student groups, correcting student papers, filing work to be sent home, etc. This agreement protects the confidentiality of information for all students at Superior Elementary School.

At Superior Elementary School, our PTA has developed a strong Volunteer Program that coordinates and organizes the volunteer effort. Parents will be invited to complete a form about their volunteer interests, and about personal interests that might be shared with classes or groups of students. Parents are encouraged to complete these forms because it is our belief that all parents have something to offer and no matter what it is, it is always appreciated! Anyone in the school community or outside of it is encouraged to contact the school office.

For the safety of our children, all volunteers must fill out a background check, which costs \$16.00. Please refer to the district letter regarding the background check at the end of this handbook.

Special Educational Needs

▪ Special Education

Two specially qualified teachers work with children who have handicapping conditions or learning disabilities that interfere with their classroom performance. Students are placed in this program only after a thorough evaluation involving teachers, parents, and other specialists. Students may work in the resource room for a period of time ranging from one-half hour to several hours per day. Additionally, the resource room teacher and/or paraeducators assist individual and small groups of students in their regular classroom setting. Our special education teachers are Ms. Lorelee Carnahan and Mrs. Lisa Jupille.

▪ Special Service Providers

In addition to those already listed, the school has available the services of other part-time specialists:

- ❑ The **Speech/Language Specialists** work with children having problems with speech and language development or auditory processing. Mrs. Kristin White is our speech/language therapist.
- ❑ The **School Psychologist** does testing to evaluate the presence of learning disabilities. She is Ms. Wendy York-Fiern.
- ❑ **Occupational Therapist and Physical Therapists** work with students needing development of fine and gross motor skills, coordination, etc. Ms. Cheryl Olin is our occupational therapist.

▪ Talented and Gifted Program (TAG)

Superior Elementary School offers strong and effective talented and gifted programming. A variety of talent development activities are offered to students with strong interests in specific subjects. Students who demonstrate advanced academic abilities will be identified and appropriate learning activities will be developed for them within their regular classrooms or for short sessions in other classrooms. Specific questions should be addressed to classroom teachers or the TAG advisor, Ms. Laura DeAngelis.

Extracurricular Educational Programs

▪ After-School Activities

After-school sports and activity programs are scheduled during the year. Flyers sent home with the school newsletter usually announce these events. It is essential that students be picked up promptly after the activity, as supervision is not available.

▪ Community School Programs (Classes)

Boulder Valley Schools Community Schools program offers extended day classes to students. These classes are announced in a *Life-Long Learning* catalog published by the school district.

▪ YMCA Child Care

Superior Elementary School offers an after school Child Care program in cooperation with the YMCA. This program is provided after school from 2:30 p.m. to 6:00 p.m. on M, T, W, F and Thursdays from 2:00-6:00 p.m. For further information or registration, please call Andrew Krajewski, Director at 720-771-0674.

▪ **Student Council**

A Student Council, with representatives from grades 4th and 5th, is active at Superior Elementary. Classmates elect fifth grade students to the leadership positions of President, Vice-President, Secretary and Treasurer. The mission of the Student Council is to develop school wide communications, deal with school-wide student concerns and sponsor Spirit Days and other special activities.

School Committees/Parent Volunteer Organizations

▪ **Parent Teacher Association (PTA)**

The mission of our Parent Teacher Association is to facilitate parent and staff communication, to centralize fund-raising, to disperse funds in an equitable fashion, and to enhance quality education for students.

All parents and staff members may become members of the Superior Elementary School PTA. There is a small fee for PTA membership, but anyone can attend meetings that occur the second Tuesday of each month from 6:30-7:30 p.m.

2011-2012 PTA Officers and Representatives

Suzanne Finnigan, President; Judy Bagley, Vice President; Laurie Harford, Recorder; Brian Egaas, Treasurer; Lisa Monette, Volunteer Coordinator; Krista Barry and Kathleen DeBoda, Fundraising; Stacy Bowman and Judy Bagley, District Council Representatives; Amy Lythgoe, Programs/Events; Kim Orr, Hospitality/Staff Appreciation

▪ **SAC (School Accountability Committee)**

The School Accountability Committee is composed of parents, teachers, administrators, other school staff and community members. As part of the Colorado's educational accountability program, SAC's goals and objectives are designed to improve student achievement and maintain a safe and positive learning environment at Superior Elementary School. A School Profile and Annual Report are prepared each year to communicate progress towards our goals to members of the school community. Meetings are held monthly on Tuesday afternoons and are open to the parents and the public.

Physical and Program Access

Superior Elementary is committed to making our school accessible to all students, parents, and visitors. All programs, services and activities sponsored by our school are operated in compliance with the American with Disabilities Act. Please contact our school's 504 coordinator, Johnna Wynn, so that a yearly plan can be put in place to accommodate any ongoing needs for students with disabilities. If you need special accommodations for a particular event, please contact the school at least one week prior to the event or meeting.

Something more you wanted to know?

Do you have additional questions? If you need more information or have additional questions about our school, please contact your child's teacher, the office staff, assistant principal or principal.

**Superior Elementary School Staff
2011-2012**

School Mascot: Stallions
School Colors: Red and Black

Jennifer Ikenouye
Johnna Wynn
Patrice Kinderman
Jerri Warkenthien
Susie Stricker
Marti Eurich

Principal
Assistant Principal.
Administrative Asst.
Registrar/Admin. Asst.
Administrative Asst.
Health Technician

Erikka Gallegos	PM Kindergarten
Stephanie Kirby	AM Kindergarten
Jodi Mueller	Am/PM Kindergarten
Deb Seigel	Kindergarten Enrichment
Tracy Huffman	First Grade
Ailish Johnson	
Carol L'Orange	
Becca McMillan	
Carrie Cantrell	Second Grade
Katie Graf	
Kelly Hynes	
Jen Lehman	
Alisha Buck	Third Grade
Molly Hosek	
Kelly Marcus	
Megan Schumacher	
Abby Belasco/Danny Currie	Fourth Grade
Abby Mallett	
Pam Sanders	
Cathy Shelby	
Jennifer Dickey	Fifth Grade
Bethany Kearn	
Eric Kisskalt	
Bobby Lehman	
Erin Sciscione	
Amy Schackman	Literacy Specialists
Ellen Vallee	
Pat Dirks	Media Specialist
Mike Wojczuk	Art Specialist
Peggy Austin	General Music
Lynette Schulz	
Kathy Carty-Mullen	Physical Education
Merry Mungo	
Loralee Carnahan	Resource Teachers
Lisa Jupille	
Kristin White	Communication Specialist
Cheryl Olin	Occupational Therapist
Carolyn Armstrong	Physical Therapist
Laura DeAngelis	TAG Advisor
Deann Dickinson (Brass)	Instrumental Music
Clare Church (Brass)	
Ingrid Parker (Woodwinds)	
Heather Plattenberger (Strings)	
Franny LaJeunesse	Paraeducators
Stephanie Mathews	
Diane Nyhuis	
Lisa Nyhuis	
Ingrid Shepherd	
Dolly Katona	Kitchen Manager
Kathleen Sbararo	Assistant Cook

Adan Gonzalez
Jose Silva
Ed Rodriguez
Andrew Krajewski

Head Custodian
Custodian
Custodian
YMCA Director

Boulder Valley School District
File: GBI-R
Adopted: June 23, 2008

Employee Limitations on Accepting Gifts Superintendent Regulation

This regulation provides guidance for the implementation of Policy File: GBI, Staff Gifts and Solicitations. It is the policy of the district that employees may not accept gifts with a face value worth more than \$25. This includes group gifts or gift cards that exceed a total value of \$25 or recurring monthly gifts such as “flower of the month.”

While not intended by the gift-giver, gifts to employees in excess of \$25 have the appearance of improperly influencing employee decisions, creating inequities within and among the district’s schools and departments, and compromising the district’s compensation practices and resulting tax issues.

Gift givers are encouraged to show their appreciation for district employees in ways that do not exceed the \$25 limitation. In lieu of personal gifts to employees, donors are encouraged to direct gifts in excess of \$25 to the school or program. Gift givers include parents, vendors, textbook publishers, fellow employees or any others wishing to donate a gift to an employee.

Exceptions to this regulation are as follows:

- Employees may accept clothing valued in excess of \$25 if the article of clothing is spirit wear;
- Employees may accept tickets with a face value in excess of \$25 if the ticket provides admission to a district-affiliated event;
- Employees may accept gifts for travel, housing, admission or food in excess of \$25 if they are performing the duties of a chaperone at a district-sponsored event or when attending a professional event;
- Employees may accept gifts of perishable items including food or flowers with a value in excess of \$25;
- Employees may accept group gifts from co-workers or community members for life events when the individual contributions to the gift do not exceed \$25; life events are those circumstances that are not associated with job performance such as weddings, births or adoptions. The \$25 limit on individual contributions to a group gift does not apply to circumstances of bereavement, serious illness or retirement.

Cross Refs.:

GBC, Staff Ethics
GBC/GBCA, Staff Ethics/Staff Conflicts of Interest
GBCB, Staff Conduct (And Responsibilities)
GBI, Staff Gifts and Solicitations
End of File: GBI-R

Superior Elementary Playground Rules

General guidelines: Be safe, kind, and courteous
Talk and listen

Swings:

- Sit properly on swings
- Swing only forward and backward (no sideways swinging or twisting or chains)
- Jumping off swings is not allowed
- 1 person per swing (no interlocking legs)
- Take turns by slowly counting to 100

Slides:

- Up ladder and down the slide
- No climbing up slide
- Eyes open at all times
- No rocks or gravel on slide

The Web:

- No standing on top
- No jumping off from any point

Spinami:

- No more than three children using at a time
- No more than two children may spin at a time
- No climbing, sitting, or standing on top
- No jumping off

Monkey Bars:

- Standing or sitting on top of monkey bars is not permitted
- All dismounts from bars must be done safely (no gymnastics)
- No slamming, doubling or upside down rides on the zip line

Four Square:

- Take turns; form line behind 1 square only

Wall Ball:

- Tennis ball only; cannot interfere with four square
- All play must stop when someone walks in front of the wall

Team Games:

- Any issues picking teams and referees will result in the duty person picking teams
- Everyone is allowed to play
- New team captains each day
- Disputes settled with rock-paper-scissors

Tag:

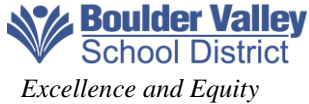
- Flag tag only for upper playground; pull down on flag only (no upward pulls)
- One hand touch; no pulling clothes; no tag on playground equipment

Miscellaneous:

- No gymnastic moves: at least one hand or foot must be on the ground at all times
- No home equipment; no food (must throw away); no playing in puddles; no fence climbing

- No snowballs or ruining snow structures while being built (snow belongs to everyone)
- All rocks, gravel, and sticks must remain on the ground; stay off rocks around drainage ditch
- Lower playground: all balls must be used on grassy area; no equipment on playground structures
- Stay away from all animals; students should report stray dogs or cats to the duty person
- No wrestling, pushing, pulling, jumping on people, or playing “chicken”

Boundaries: Upper playground-Kiva door to hydrant; no use of far field; stay behind the trash can outside of the lunchroom



Superior Elementary School
 1800 South Indiana Street
 Superior, Colorado 80027
 Phone: 720-561-4100
 Fax: 720-561-4101

August 16, 2011

Volunteering in schools is a wonderful, beneficial experience that rewards not only the students and the teachers, but also the volunteers themselves. It provides an opportunity to create positive relationships and support schools in succeeding in their overall goal of student achievement.

Superior Elementary understands it is our responsibility to ensure the safety of our students. To promote a safe, nurturing, and supportive educational environment in which students can pursue their educational goals, Superior Elementary will maintain a background screening program for regularly scheduled volunteers as part of the approval process for volunteering in school activities and events. Beginning with the 2011-2012 school year, all regular volunteers will be required to complete the background screening program each year prior to volunteering that year.

The BVSD volunteer background screening program will be maintained by a company called TCTLogiQ. The information obtained from the background screening will be used for the sole purpose of determining eligibility of volunteering in Boulder Valley School District and will not be shared or given to any other agency. Any information obtained will remain confidential and will be viewed only by the BVSD Human Resources Department. Once a volunteer is approved through the online screening program, he/she will be approved to volunteer at any (non-charter) school within BVSD during that school year.

Adults requesting to be considered regular volunteers in BVSD must complete an online background screening at the following website: www.tctlogiq.com/bvsdv. The cost of the background screen is \$16.00 plus applicable state fees. Any activity/field trip or any other activity where the volunteer is required to drive students will be required to pay \$22.50. This cost includes a regular volunteer background screening as well as a motor vehicle background screening. The fee will be paid to TCTLogiQ by the volunteer at the time he/she goes online to initiate a background screen. TCTLogiQ will accept payment through the online payment service Authorized.Net - MasterCard, Visa, Discover, and American Express are accepted. Other forms of payment are also accepted and can be arranged through TCTLogiQ.

Volunteer required to drive for activity/field trip or any other activity – Cost \$22.50

- This cost includes a regular volunteer background screening as well as a motor vehicle background screening

Regular volunteers required to complete the background screening program include, but are not limited to, those who help in the following activities – Cost \$16.00:

- Volunteers with a regular schedule in the school (classroom, health room, playground, cafeteria, library, greeters)
- Activity/Club mentor, volunteer or chaperone
- TAG (Talented and Gifted) mentor, volunteer or chaperone
- Field trips (no driving required of volunteer)

- Overnight trip chaperone
- At-Home (Student Contact) (ex. host of team dinner, building parade float)
- Volunteer coach (interscholastic or intramural)
- Volunteer attending field trip off school site
- Crossing guard

Occasional volunteers will not be required to complete the online background screening program. The school staff will conduct a minimal background screening for those individuals as appropriate. This category includes, but is not limited to, those who help in the following activities – No Cost:

- Occasional volunteer (ex. classroom party, school/community event)
- School-sponsored events (ex. career fairs, book fairs, after-prom, science fairs, school dances, guest speakers, field day, registrations)
- Projects w/little or only incidental contact w/students (ex. fundraisers, boosters, concession stands, scorekeepers)
- School Accountability Committees/School Improvement Teams, the District Accountability Committee, District Parent Council, PTOs, PTAs, and PEN participants

We appreciate your cooperation and support of this new expanded background screening program. We share with you the priority to ensure the welfare and safety of our students. Please contact the school office or BVSD Human Resources with any questions you may have regarding this program.

Our school calendar can be viewed at the following link:

<http://bvsd.org/calendar/Documents/2011-12academicCalendar.pdf>