

MESA ELEMENTARY SCHOOL HANDBOOK



MESA ELEMENTARY SCHOOL

1575 Lehigh Street
Boulder, CO 80305
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Attendance Line: 720-561-3002

Web Site: <http://www.bvsd.org/schools/mesa/Pages/default.aspx>

Principal's Email: josh.baldner@bvsd.org



**A TRIPLE A+
SCHOOL**

- **ACADEMICS**
- **ARTS**
- **ATHLETICS**

**REVISED
JUNE 2011**

PTO Support

Alex Zinga
Nancy Casey
Meire Braga Martini

Math
Literacy
Literacy

Paraprofessionals

Brian Ball
Ann Nightingale
Suzanne McCarthy
Maria Piskorz
Amy Shanahan
Connie Tadehara

Paraeducator
Paraeducator
Paraeducator
Paraeducator
Cashier/Paraeducator
Library and Classroom Para

Instrumental Music

Jeff Rubin
Mike Jacobetz
To be named

Brass
Woodwinds
Strings

Custodial

Andrew Schafer
Luther Mares

Head Custodian
Custodial Helper

Food Services

Linda Foxhoven
Amy Shanahan

Cook
Cook Helper

Staff Roster

Office

Josh Baldner	Principal
Emily Robbie	Principal's Assistant
Kendra Wilczewski	Registrar
Lisa Goldstein	Health Paraprofessional

Classroom Teachers

Alison Stephens	AM and PM Kindergarten
Babs Albiniak	KG-Enrichment
Michele Nankervis	First grade
Heidi Orr	First grade
Colleen Peketz	First grade
Rachel Anderson	Second grade
Clare Schoolmaster	Second grade
Julie Aderman-Hagerty	Third grade
Gretchen Jimenez	Third grade
Marti Manning	Third grade
Tanner Dayhoff	Fourth grade
April Swearingen	Fourth grade
Sarah Thompson	Fourth grade
Devira Chartrand	Fifth grade
Rico Kellogg	Fifth grade
<i>To be named</i>	Fifth grade

Specialists

April Christenson	Art
Jacy Bruno	Physical Education
Holly Charles	Music
Arlene Gregersen	Library Media Specialist
Karel Boswell	Literacy
Linda Garby	TAG
Debbie Pentz	TAG
Heidi Meyers	Nurse
Caroline Campbell	Speech Therapist
Katie Finn	Occupational Therapist
Caroline Hogue	Resource Teacher
Leslie Gaiser	ICAN Teacher
Debbie Price	Psychologist

From the Principal

Dear Students and Parents,

Welcome to Mesa Elementary School!

To those of you who are new to Mesa, we are looking forward to getting to know you and are happy to have you as members of our school community. To our returning students and parents, welcome back!

Mesa is a special place. Children flourish here. Our students grow and succeed because parents and teachers work closely and cooperatively together. Mesa is a place where adults and children care about each other and enjoy being together.

This handbook briefly covers information about Mesa. If you have any questions or would like more in-depth information, please feel free to drop by the office or call us at 720-561-3000. Information is also available on our website at: <http://bvsd.org/schools/mesa/Pages/default.aspx>

Sincerely,

Josh Baldner
Principal

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Community

- **KG-Enrichment** - A tuition-based Community Schools program that offers day care for students in our half-day kindergarten classes. KG-Enrichment staff coordinate curriculum with regular classroom teachers. Children enrolled in KG-Enrichment experience a full day of school and get to have lunch at Mesa, just like the big kids!
- **All-School Assembly** - Typically the first Monday of the month, our entire student body and school staff meet together at 8:45am. The purpose of this weekly meeting is to reinforce our strong sense of community, to practice appropriate assembly behaviors, and to distribute awards that students have earned. Parents are welcome to attend.
- **Student Council** - Students representing each classroom work together in Student Council to deal with student issues, plan student activities, and provide community service.
- **YMCA Before and After Care** - The YMCA offers tuition-based before and after school childcare in our cafeteria.

Athletics

- **Fitness Club** - Mesa's Fitness Club includes KG-5 students and parents. It meets each spring to prepare for the Bolder Boulder. Last year, nearly 200 parents and children participated in Fitness Club.
- **Jump Rope for Heart** - School-wide celebration in February for children to raise money for the American Heart Association.
- **Mile Run** - Each fall, every grade level visits the track at Fairview High School to participate in a mile run. Students set individual goals and try to exceed their previous "personal best" time.
- **Field Days** - Each spring, students in every grade level spend a half day competing in a variety of field events.

Vision Statement

Mesa Elementary School is a unique neighborhood school committed to a strong academic curriculum that also integrates high quality instruction in the arts (visual arts and music) and athletics. Mesa continues to build upon its long tradition of academic excellence by challenging all students to excel and by fostering their love of learning.

Staff

Mesa operates on the premise that a school's success depends on the quality of the personnel it employs and their commitment to continuous improvement.

- We are guided by shared goals and a sense of common purpose.
- We have high expectations for students achievement and accept responsibility for helping students meet these expectations.
- We collaborate with one another on a regular basis on curriculum, instruction, individual students, and school improvement.
- We model a commitment to personal and professional growth.
- Leadership facilitates active teacher participation in the decision making process.

Students

Students at our school should:

- Take pride in their achievements.
- Demonstrate a desire to learn.
- Become actively involved in a range of school activities.
- Conduct themselves in a way that promotes respect, responsibility, safety, and kindness.
- Form partnerships within the school community to help realize their full potential.

Community

Mesa is an exemplary school that recognizes the importance of establishing a partnership with the larger community including: parents, residents, businesses, government, and other educational systems. The community demonstrates its support for the vision and values of Mesa Elementary School.

Curriculum

Mesa Elementary:

- Provides a balanced and sequential curriculum aligned grade to grade and subject to subject.
- Specifies the essential learning outcomes at each grade level.
- Uses instructional strategies to actively engage students to maximize student achievement.
- Closely assesses, monitors, and supports the needs of ALL students.
- Is committed to continuous improvement for the learning community (teachers and students).

School Climate

Mesa Elementary School provides a supportive learning community.

- All individuals are treated with respect and consideration.
- There is a commitment to providing an emotionally and physically safe, supportive environment.
- School rules are based upon a few fundamental principles that provide clear guidelines for student behavior.
- There are opportunities for high levels of participation in the curricular and extracurricular programs.
- There is recognition and celebration of individual effort and achievement.

Arts

- **Art Show** - The school-wide KG-5 Art Show is scheduled every spring. Additionally, Mesa students are featured in District shows.
- **Handbell Choir** - Fifth grade students audition to participate in this group that performs at a variety of school and community events.
- **Instrumental Music** - Fifth grade students work with strings, brass, and woodwind teachers twice each week during the school day. Instrument rental is available.
- **M&M's** - The Mesa M&M's is our school's fourth and fifth grade vocal performance group. In addition to performances throughout the school year, the M&M's produce a major musical each year.
- **Musical Productions** - Each spring, students in kindergarten, first, second, and third grades perform in grade-level science or social studies curriculum-related musicals.

Special Programs and Activities

Mesa offers students a wide variety of special programs and activities related to academics, the arts, athletics, cultural activities, and community service. We encourage parents and children to take advantage of these opportunities that are available in our school.

Academics

- **Chess Club** - After school, children of all ages meet in the library to learn to play and challenge each other in a game of chess. Parent volunteers and staff are on hand to help.
- **Destination Imagination (DI)** - Parent volunteers coach teams of seven students who compete at District and State levels in creative problem solving. DI problems are available for KG-5 students. DI replaced the Odyssey of the Mind (OM) national competition.
- **Junior Great Books** - During the school day, trained parent volunteers read and discuss quality literature with small single-grade groups of students in grades 2-5.
- **Learning Center** - Students with Individual Educational Plans work with specially trained teachers in the regular classroom and in our Resource Room.
- **Math Support** - Supplemental math support for all students in grades KG-5, sponsored by our PTO.
- **Math Olympiads** - Fourth and fifth grade students meet weekly to develop math strategies which are used while competing on five annual national tests.
- **Outdoor Education** - Students in fourth and fifth grades spend three days at nearby facilities such as Cal-Wood and LaForet. Activities focus on regular academic curricula, outdoor education, and adventure education, including orienteering and map reading skills.
- **Talented and Gifted (TAG)** - Identified students in second through fifth grade work in small groups with their peers on a variety of language arts, math, and science projects.
- **Technology Support** - Students in grades 2-5 receive additional instruction in our technology lab on a weekly basis.

General Information

School Hours

School begins at 8:30am and ends at 3:00pm.

AM Kindergarten & KG-Enrichment: 8:30-11:20am

PM Kindergarten & KG-Enrichment: 12:05-3:00pm

The playground is supervised for 15 minutes before school. Students should not arrive before 8:15am because there is no supervision prior to this time. Student should not be in the building before the 8:30am bell. Students should leave the school grounds promptly after dismissal.

Absence and Tardiness

Consistent, on-time attendance is important and relates directly to academic success. **Please call the school attendance line (720-561-3002) before 8:15am if your child will be absent or tardy to school.** Children who arrive after 8:30am are considered tardy and must sign in at the office before going to class. Excessive absences or tardies (more than 5) will result in a notification letter.

School Closure

Occasionally, bad weather forces the school district to cancel school for the day because of unsafe road conditions caused by snow, ice, or other weather problems. Immediately after the decision to cancel school has been made, announcements will be made on local radio and television stations. The following stations carry Boulder Valley School closure announcements:

TV stations: Channels 4,7, and 9

FM stations: KYGO 98, KGNU 88.5, KPKE 96,
KUNC 91.5, KOSI 101.1, KWBI 91.1,
KMJI 100, KBPI 105.5, KNUS 105.9,
KRXY 108, KAZY 107

AM stations: KBOL 1490, KOA 850, KIMN 950,
KBNO 1220, KLMO 1060, KBCO 1190,
KHOW 630, KRXY 1600, KLZ 560

BVSD web page: <http://www.bvsg.org/>

Health Room

The Health Room is staffed four hours per day by a paraprofessional trained in First Aid/CPR. We rely on volunteer help to keep the Health Room staffed at all other times. There is also an Emergency Response Team (First Aid/CPR trained staff) to handle severe injuries.

Each year, vision and hearing screenings are conducted. We keep track of all immunizations and physicals. If your child has a significant health issue (e.g., asthma or allergies), please inform us so that we can avoid any complications. Kindergartners are not allowed to attend school until they have presented complete immunization information, or a parent has signed a plan of intent to complete the immunizations, or if parents have signed an exemption form.

If your child has been ill, please give him/her adequate time to recuperate before returning to school. Rushing a child back only makes it difficult on your child and increases the chances of infecting other children. If your child is on antibiotics, please do not send him/her to school until he/she has been on medication a full 24 hours.

State law requires that health room staff have a form (available in the Health Room and on the Mesa web site) signed by both parent and physician to dispense prescription medication.

Field Trips

A permission slip (a legal document) will be sent home prior to every field trip. ***The slip must be signed by a parent or legal guardian and returned to the teacher in order for the student to participate (handwritten notes or phone calls can not be accepted).*** Teachers will notify parents about other specific needs such as volunteers, sack lunches, or donations.

Lunch

Hot lunch is available daily. It is recommended that students having hot lunch on a regular basis prepay in multiples of five or ten lunches. Visit the [PayForIt](http://bvsd.org/food/Pages/LunchMenu.aspx) web site and apply funds toward your student's lunch account. The lunch menu is available online at <http://bvsd.org/food/Pages/LunchMenu.aspx>

STAFF

The primary function of the Principal, teachers, and support staff is the education and guidance of all Mesa students.

The major responsibility of the Principal is to oversee the day-to-day operation of the school in a manner that establishes a positive climate reflective of the Mesa mission statement.

In addition to their instructional responsibilities, teachers are asked to serve Mesa in a variety of ways. Teacher responsibility for serving on at least two school committees ensures a measure of interaction with parent volunteers and school leaders on issues of broader concern than individual student or class performance.

School Governance

Mesa's governance structure includes our School Improvement Team (S.A.C.) and our Parent Teacher Organization (PTO).

S.A.C. (School Accountability Committee)

The S.A.C.:

- Sets and evaluates annual goals and publishes the End of Year Report.
- Evaluates programs at Mesa and suggests ways to improve the experience for students.

S.A.C. members serve on the District's Accountability Committee (D.A.C.) and the District Parent Council (D.P.C.). Participation on S.A.C. is open to all Mesa parents, staff, and community members. Meeting times and dates are published on the Mesa Calendar: <http://www.bvsvd.org/schools/mesa/Pages/default.aspx>

PTO

The purpose of the Mesa PTO is to support Mesa by organizing financial and volunteer resources to implement and support desired programs.

PTO fund raising committees sustain our school's KG-5 Math Enrichment, KG-5 Literacy Support, and KG-5 General Student Support programs as well as provide mini and major grants to classroom teachers.

PTO organizes our volunteer program. All volunteer opportunities are described on the volunteer form distributed at the beginning of the school year. Opportunities include one time events, on going events, hospitality, and classroom work. Volunteers are welcomed and valued at Mesa!

Participation in PTO is open to all Mesa parents and staff. Meeting times and dates are published on the Mesa Calendar:

<http://www.bvsvd.org/schools/mesa/calendar/Pages/default.aspx>

Lunch Schedule

Classes are scheduled to eat lunch in the lunchroom and have outside recess between 11:20am and 12:45pm.

Students should dress for the weather conditions and be prepared to be outdoors every day. Recess will be held inside only under the most extreme conditions. Even a brief outdoor recess is better than none at all!

Student Drop-off / Pick-up / Parking

To ensure student safety, students are to be dropped off or picked up in front of school on the west side of Lehigh. Parking is not allowed in these curbside spaces during drop-off, 8:15-8:45am, and pick-up, 2:45-3:15pm.

- Parents must stay with their vehicles when using curbside spaces during these times at the beginning and at the end of the school day.
- Please leave as soon as you determine your children are safely on school grounds or as soon as your children are in your car after school to leave space available for other parents to drop off or pick up their children.
- Between 8:45am and 2:45pm, and after 3:15pm, these curbside spaces are available for parking.
- The parking lot on the south side of the building is provided for faculty and staff and is available for short-term parent parking only. The parking lot should not be used for dropping off your child in the mornings or picking up your child after school. Please use the designated curbside area in front of the building on Lehigh Street.
- Beginning Fall 2011, a short-term, drop-off only area will be available in the parking lot.
- If you need to pick up your children during school hours, please park in the parking lot and walk your students to your vehicle.

Dogs

Dogs are not allowed in the building unless they are for show-and-tell or other special occasions. Dogs on the school grounds should be on a leash, supervised by an adult, and kept away from school doors.

Bus Conduct

Students will: Abide by the bus rules and expectations for safe conduct distributed by the bus drivers each year.

Consequence: Students who choose not to follow the bus rules or interfere with the safety of others receive a misconduct report from the bus driver for inappropriate behavior. This report will go to the Principal for further action that could result in suspension from the bus and/or from school.

Coming to and from school, students will:

- Cross streets only at the cross light or in painted crosswalks.
- Always obey the instructions of adult supervisors.
- Use caution when walking across the Mesa parking lot.
- Need permission to be in the school parking lot during school hours.
- Wait near the front entrance, or inside the parking lot fence, for a ride. Remember: adult supervision on the playground begins at 8:15am; there is no adult supervision after school.
- Students **should NOT** arrive at school before 8:15am.
- Students **should NOT** be in the building before 8:30am.
- Students are expected to use sidewalks and stairways in front of school at all times.

Bicycles

Fourth and fifth grade students are permitted to ride their bicycles to school. Students should walk their bikes when on school property and lock them in bike racks.

Class Parties / Birthdays

Each class usually has two parties during the school year: Halloween and Valentine's Day. Room parents coordinate and plan these activities.

If your child would like to bring a treat to help celebrate his or her birthday, please send something that is simple and easy to distribute. Classroom teachers appreciate being informed a few days before your child's birthday. Please do not use the classroom to distribute invitations for birthday parties unless every child in the class is invited.

Homework Expectations at the Elementary Level

The term "homework" refers to tasks assigned to students by teachers to be completed during non-school hours. When thoughtfully designed by teachers and carefully done by students, it is an effective instructional activity that should have a positive effect on student achievement. Homework is not, however, a substitute for in-class instruction.

In addition to independent and or family reading, general guidelines for homework, when assigned, at the elementary level are:

- Grades KG-3: an average of 10-30 minutes per night
- Grades 4-5: an average of 30-50 minutes per night

Positive Behavior Support: Respect, Responsibility, Safety, and Kindness

At Mesa, we believe in clear, simple, positive expectations for behavior. These expectations are detailed in the *Mesa Positive Behavior Support Matrix*. Students and staff who meet these expectations will be acknowledged and rewarded. Students who do not meet these expectations may receive disciplinary consequences.

Discipline at Mesa

Teachers may assign classroom consequences to students. Staff members may send a student to the office with an office discipline form. The Principal and staff members will work together to determine appropriate office consequences.

If a behavior problem is serious enough, the Principal may assign an **I.S.S.** (In School Separation). This is a major consequence. Parents will be notified, and the student will serve time in the Principal's office. The student will not be allowed to return to class until he/she completes several tasks (apologies, additional assignments, work detail, etc.).

Students are also held to all of the BVSD policies, expectations, and consequences (as noted in the *Student Rights and Responsibilities Guide*, up to and including suspension and expulsion).