

# **UNIVERSITY HILL ELEMENTARY SCHOOL**

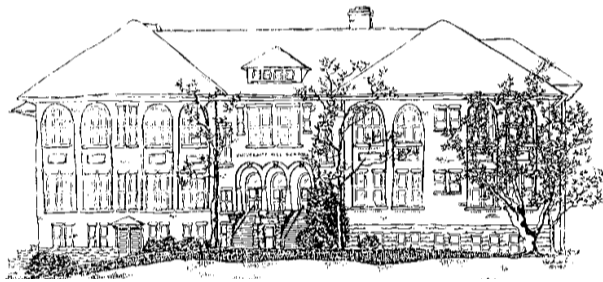


# **PARENT HANDBOOK 2010-11**

# UNIVERSITY HILL PARENT HANDBOOK 2010-11

**MISSION STATEMENT:** At University Hill Elementary we strive to create a learning environment that provides meaningful experiences that develop critical thinkers, problem solvers and life long learners. We provide instruction that engages students in academic activities that meet their individual needs while making progress toward the State Standards.

**VISION STATEMENT:** As a community, the staff, students and parents of University Hill Elementary work to create a safe, bias-free environment where we embrace each other's differences in culture, language, beliefs, race, sexual orientation, gender identity, learning styles and family structures. We strive to model and practice democratic principles that help lead to a just society, where all members see themselves as vehicles of change.



## QUICK GUIDE:

Main Office:	Phone:	720-561-5416
	Small Building:	720-561-2970
	Attendance:	720-561-2975
	FAX:	720-561-2980
Main Office Staff:	Leonora Velásquez, Principal	
	Edmee Ortiz, Head Secretary	
	Martha Anduaga, Support Secretary	
	Veronica Murillo, Support Secretary	

The main office is staffed from 7:30 a.m. until 4:00 p.m. No body is at the office to open door after 4:00 P.M.

Family Resource School:	720-561-2938
	Marinela Maneiro, Coordinator

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

# UNIVERSITY HILL ELEMENTARY STAFF 2010-11

Name	email address	Ext #
<b><u>ADMINISTRATION</u></b>		
Principal	Leonora Velásquez <a href="mailto:leonora.velasquez@bvsd.org">leonora.velasquez@bvsd.org</a>	X5415
Head Secretary	Edmee Ortiz <a href="mailto:edmee.ortiz@bvsd.org">edmee.ortiz@bvsd.org</a>	X2904
Support Secretary	Martha Anduaga <a href="mailto:Martha.anduaga@bvsd.org">Martha.anduaga@bvsd.org</a>	X2911
Support Secretary	Verónica Murillo <a href="mailto:veronica.murillo@bvsd.org">veronica.murillo@bvsd.org</a>	X2912
<b><u>Grade Level Teams</u></b>		
Preschool	Jennifer Garcia <a href="mailto:jennifer.garcia@bvsd.org">jennifer.garcia@bvsd.org</a>	
Para:	TBA	
Preschool	Leslie Davis <a href="mailto:leslie.davis@bvsd.org">leslie.davis@bvsd.org</a>	
Para:	Elizabeth Benavides <a href="mailto:Elizabeth.benavides@bvsd.org">Elizabeth.benavides@bvsd.org</a>	
<b>Kindergarten</b>		
	Jenny White <a href="mailto:jenny.white@bvsd.org">jenny.white@bvsd.org</a>	
	Cindy Ayon <a href="mailto:cindy.ayon@bvsd.org">cindy.ayon@bvsd.org</a>	
	Cindy Arrieta <a href="mailto:cindy.arrieta@bvsd.org">cindy.arrieta@bvsd.org</a>	
	Shannon Breedlove <a href="mailto:shannon.breedlove@bvsd.org">shannon.breedlove@bvsd.org</a>	
Para:	Lupe Compean <a href="mailto:lupe.compean@bvsd.org">lupe.compean@bvsd.org</a>	
	Elena Levy <a href="mailto:Elaine.levy@bvsd.org">Elaine.levy@bvsd.org</a>	
Tutor:	Mirtha Cital <a href="mailto:mirtha.cital@bvsd.org">mirtha.cital@bvsd.org</a>	
<b>1<sup>st</sup> Grade</b>		
	Mary Gilreath <a href="mailto:mary.gilreath@bvsd.org">mary.gilreath@bvsd.org</a>	
	Myrna Zalaquett <a href="mailto:myrna.zalaquett@bvsd.org">myrna.zalaquett@bvsd.org</a>	
	Hector Sia Urroz <a href="mailto:hector.urroz@bvsd.org">hector.urroz@bvsd.org</a>	
	Brigid Moriarty <a href="mailto:brigid.moriarty@bvsd.org">brigid.moriarty@bvsd.org</a>	
Tutor:	Veronica Ramirez <a href="mailto:veronica.ramirez@bvsd.org">veronica.ramirez@bvsd.org</a>	
	Gerda Mix-Holtmann <a href="mailto:gerda.mixholtmann@bvsd.org">gerda.mixholtmann@bvsd.org</a>	
<b>2<sup>nd</sup> Grade</b>		
	Kathy Kotnour <a href="mailto:kathy.kotnour@bvsd.org">kathy.kotnour@bvsd.org</a>	
	Sonia Pesquera <a href="mailto:sonia.pesquera@bvsd.org">sonia.pesquera@bvsd.org</a>	
	Enriqueta Martinez <a href="mailto:queta.martinez@bvsd.org">queta.martinez@bvsd.org</a>	
	Sarah Kowalchuk <a href="mailto:sarah.kowalchuk@bvsd.org">sarah.kowalchuk@bvsd.org</a>	
Paras:	Natividad Chairez <a href="mailto:natividad.chairez@bvsd.org">natividad.chairez@bvsd.org</a>	
Tutor:	Luz Russell, <a href="mailto:luz.russell@bvsd.org">luz.russell@bvsd.org</a>	
<b>3<sup>rd</sup> Grade</b>		
	Ignacio Figueroa <a href="mailto:ignacio.figueroa@bvsd.org">ignacio.figueroa@bvsd.org</a>	
	Erin Harrington <a href="mailto:erin.harrington@bvsd.org">erin.harrington@bvsd.org</a>	
Para:	Kathleen Henningsen <a href="mailto:kathleen.henningsen@bvsd.org">kathleen.henningsen@bvsd.org</a>	
	Rosa Jimenez <a href="mailto:rosa.jimenez@bvsd.org">rosa.jimenez@bvsd.org</a>	

**4<sup>th</sup> Grade**  
Teresa Garcia [delia.garcia@bvsd.org](mailto:delia.garcia@bvsd.org)  
Julie Meyers [julie.meyers.@bvsd.org](mailto:julie.meyers.@bvsd.org)  
Para: Maria Perez [maria.perez@bvsd.org](mailto:maria.perez@bvsd.org)

**5<sup>th</sup> Grade**  
Magdalena Casillas [maqdalena.casillas@bvsd.org](mailto:maqdalena.casillas@bvsd.org)  
Laura Myers [laura.myers@bvsd.org](mailto:laura.myers@bvsd.org)  
Para: Elizabeth Cano [elizabeth.cano@bvsd.org](mailto:elizabeth.cano@bvsd.org)  
Celeste Landry (6th Math) [celeste.landry@bvsd.org](mailto:celeste.landry@bvsd.org)

**SPECIALIST:**

Art Mary Powell [mary.powell@bvsd.org](mailto:mary.powell@bvsd.org)  
Music Kim Alspaugh [kimberly.alspaugh@bvsd.org](mailto:kimberly.alspaugh@bvsd.org)  
PE Brad Fink [brad.fink@bvsd.org](mailto:brad.fink@bvsd.org)  
Library Steve Kless [steve.kless@bvsd.org](mailto:steve.kless@bvsd.org)  
Literacy Coach Pepa Rascon [pepa.rascon@bvsd.org](mailto:pepa.rascon@bvsd.org)  
Math Coach Lauren Rubini [lauren.rubini@bvsd.org](mailto:lauren.rubini@bvsd.org)  
ESL Coach Lisa Hammond [lisa.hammond@bvsd.org](mailto:lisa.hammond@bvsd.org)  
Interventionist Dulce Diaz [dulce.diaz@bvsd.org](mailto:dulce.diaz@bvsd.org)

Special Education/  
Carolina Henderson [carolina.henderson@bvsd.org](mailto:carolina.henderson@bvsd.org)  
Phyllis Morales [phyllis.morales@bvsd.org](mailto:phyllis.morales@bvsd.org)

School Psychologist  
Social Worker Shirley Betancourt Conley [shirley.betancourt@bvsd.org](mailto:shirley.betancourt@bvsd.org)  
Speech Therapy Janet Beatty [jannet.beatty@bvs.org](mailto:jannet.beatty@bvs.org)  
Counselor Stephanie Mitchell [Stephanie.mitchell@bvsd.org](mailto:Stephanie.mitchell@bvsd.org)

Rainbow Press  
Publisher Meena Keuer [meena.keuer@bvsd.org](mailto:meena.keuer@bvsd.org)

**FAMILY RESOURCE SCHOOL STAFF:**

Coordinator Marinela Maneiro [marinela.maneiro@bvsd.org](mailto:marinela.maneiro@bvsd.org)  
Counselor Teresa Stidsen [tstidsen@mhcbbc.org](mailto:tstidsen@mhcbbc.org)

**HEALTH ROOM SERVICES**

School Nurse  
Consultant Ruth McGuire-Tuck [ruth.mcguiretuck@bvsd.org](mailto:ruth.mcguiretuck@bvsd.org)  
Health Room Para Juanita Alvarado [juanita.alvarado@bvsd.org](mailto:juanita.alvarado@bvsd.org)

**CUSTODIAL STAFF**

Head Custodian Manuel Borrego [manuel.borrego@bvsd.org](mailto:manuel.borrego@bvsd.org)  
Asst. Custodian Juan Almeda [juan.almeda@bvsd.org](mailto:juan.almeda@bvsd.org)  
Antonio Altamira [antonio.altamira@bvsd.org](mailto:antonio.altamira@bvsd.org)

**NUTRITION SERVICE STAFF**

Laurie Wiram [laurie.wiram@bvsd.org](mailto:laurie.wiram@bvsd.org)  
Laurie Carpentier [laurie.carpentier@bvsd.org](mailto:laurie.carpentier@bvsd.org)

## **HOURS: K-5 GRADES**

School Day: School instructional hours are 8:00 a.m. until 2:45 p.m.

Staff supervision is available at 7:30 a.m. until 3:00 p.m. Students to be picked up will be asked to organize at the main entrance and will be released as parents drive up. Students who have not been picked up by 3:00 will be brought inside to the main office to contact their parents. During severe weather, children will be supervised inside the building by staff.

## **HOURS: PRESCHOOL**

School Days: Tuesday through Friday

Preschool am session instructional hours are 8:00 a.m. until 10:50 a.m.

Preschool pm session instructional hours are 11:50 a.m. until 2:45 p.m.

## **STUDENT DROP-OFF:**

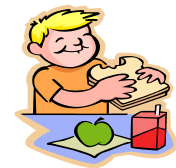
We have three student drop off areas at University Hill: 1) in front of the main building, 2) on 16<sup>th</sup> Street west of the small building, and 3) in front of the small building. We also have in the small building street signage on 16<sup>th</sup> street to indicate bus drop off. Help us keep your child safe by following all parking area signs. Do not park in a student drop off zone and leave your vehicle. If you have school business or would like to spend more time with your child please park in one of our visitor parking or in the parking lot off of 17<sup>th</sup> Street. Remember that all student drop-off areas are parallel parking only.

**Breakfast Hour:** Breakfast is served in the classroom through Universal Breakfast program. All students are encouraged to participate. All students qualify for free breakfast.

**Lunch Hour:** Lunch is served from 10:55 a.m. – 12:30 p.m. The actual time varies according to grade. A schedule is posted outside of the cafeteria. Parents are welcome to join their child for lunch, please sign in at the main office when you arrive.

- We are now serving lunch in both the small and the big building. At the big building cafeteria we are serving the student in grades 1-5 and in the small building we are serving Kindergarten students. This year we have begun to serve lunch AFTER recess to allow our children to eat in a more relaxed fashion rather than rushing through their meal to get outdoors to play. Children will have 15 minutes of recess time and 30 minutes to hand wash, prepare for lunch, and eat their meal. Exception: Half of our kindergarten students eat before recess and the other half eat after recess. (Jenny/Cindy's groups have lunch then recess and Shannon/Cindy's groups have recess then lunch).

- Elementary Lunch w/milk \$2.75
- Grades K-2 Reduced Price Lunch w/ milk \$0.00
- Grades 3-5 Reduced Price Lunch w/ milk \$0.40
- Adult Lunch w/milk \$3.75



1% Milk Offered with all Meals

Lunches Prices: Lunches need to be paid in advance, please bring your check or cash to the building secretary, who will then turn it over to the lunch cashier. Please make checks payable to BVSD. When your child has used all the paid lunches, Nutrition Department will send a reminder that new payment is due.

## HARVEST BAR



Food Services are excited to announce that the school lunch program at University Hill Elementary has a Harvest Bar at both building serving areas.

The goals for the Harvest Bar are:

- To increase elementary student consumption of fruits and vegetables.
- To offer students more variety and choices of produce.
- To increase participation in the school lunch program.

Daily offerings will include fresh lettuce mix plus other vegetables such as baby carrots and broccoli florettes. Fruits will include fresh seasonal varieties such as kiwi and orange wedges as well as perennial kid favorites such as canned pineapple and peaches.

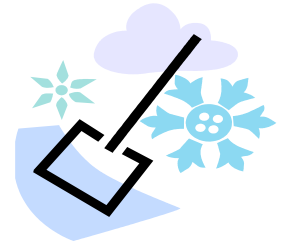
A side serving from the Harvest Bar may be added to your lunch from home for \$ 0.75.

*Food Allergies:* The child needs to bring a certified doctor’s statement to the school verifying any food allergies. The statement will be kept on file. If your child is allergic to milk, the health office will notify kitchen staff and they will provide juice as the beverage. If your child is allergic to other foods, items will be exchanged as availability allows.

## SCHOOL CLOSURE INFORMATION:

Whenever it is necessary to close schools, the district immediately contacts the following radio and TV stations:

KWGN – TV	CHANNEL 2	KRCN	1060 AM
KCNC – TV	CHANNEL 4	ALICE	105.9 FM
KMGH – TV	CHANNEL 7	FOX	103.5 FM
	CHANNEL 8	KBCO	97.3 FM
KUSA – TV	CHANNEL 9	KBPI	106.7 FM
KDVR – TV	FOX 31 NEWS	KGNU	88.5 FM
KCEC – TV	CHANNEL 50	KISS	95.7 FM
KBNO	1280 AM	KOOL	105.1 FM
KHOW	630 AM	KOSI	101.1 FM
KOA	850 AM	KTCL	93.3 FM



Notices will also be posted on the Boulder Valley School District web page at [www.bvdsd.org](http://www.bvdsd.org) and click on “School Cancellations.” Notification is given prior to 6:30 a.m., 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.

## ATTENDANCE:

**Absences:** Attendance is critical to student learning. Children need to be in school unless they are ill. Parents need to call the school if their child(ren) will be absent. Messages can be left after hours at 720-561-2975. If your child is absent and you do not call, the office will make every effort to contact you. Please insure that your phone numbers are updated. If your child accumulates more than four absences within a month or ten absences for the whole year, an attendance referral to the principal will be made. All children leaving the school for any reason before the school day ends must be signed out in the office by an authorized adult.

**Tardiness:** If your child arrives at school late, s/he must sign in at the office prior to joining the classroom. Habitual tardiness will result in administration referral and may also lead to a truancy referral if tardies are chronic. Students who miss the introduction to a lesson are at a disadvantage since it is often difficult for teachers to find extra time to help children “catch up” on what they missed. **THE SCHOOL DAY BEGINS AT 8 AM. LATE ENTRY AFTER THIS TIME WILL RESULT IN A TARDY.**



### **COMMUNICATION:**

**PHONE CALLS:** To access teachers’ voice mail, call the main number, 720-561-5416, and ask for their voice mail number. We do not ring classrooms during the school day, so your call will be directed to their voice mail box. If your message is time relevant, please leave it with one of our secretaries. Student phone calls are limited to emergencies only. The office does not take phone messages for students except in emergency situations.

**MONDAY FOLDERS:** Each Monday (or first school day of the week) all papers will be sent home in the same folder. This is our main form of communication with parents. For Preschool and Kindergarten, information will be sent on Tuesday. We have many announcements, lunch menus and updates as well as classroom news, field trip forms and other essential information for families regarding your child’s education and school community experience. Parents are asked to review the papers with their child (if appropriate) and return it to school the following day.

**NEWSLETTERS:** The University Hill Newsletter is published weekly. It is distributed in students’ Monday Folders. We also have a parent email list through which the newsletter will also be distributed. If you prefer to receive a paper copy, and are on the parent email list, please contact the office. Also, to be added to the parent email list please email Corinne. The purpose of the newsletter is to keep parents informed about school events and other important information. The newsletter is a school staff production. If you have school news items to include, please contact the office. Items must be received by 10:00 a.m. of the Wednesday prior to publication. Late items are not accepted due to translation and printing deadlines. It is preferable to have your submissions electronically. They may be e-mailed to [martha.anduaga@bvsd.org](mailto:martha.anduaga@bvsd.org) . All items are subject to administration approval, school newsletters may not be used for advertising purposes.

**STUDENT DIRECTORY:** A yearly directory is compiled and distributed early in each school year. There is a School Directory Form sent home at the end of last year for all continuing



students and new students at that time. You should receive the directory before school starts. We will add a section for Preschool students and newly added students for the beginning of the year. If parents elected not to be published or did not return the form (prior to the deadline) they are not included in the directory.

## **TO AND FROM SCHOOL:**

**BUSES:** Qualifying students are bused to school each day. The average length of the bus ride is 45 minutes. Call the school office or the transportation department (**720-561-5125**) for details on routes and bus information. After Hours Numbers: our school office hours are 7:30 a.m. -4:00 p.m. If you have questions about your child's school bus after those hours, please call BVSD Transportation at **720-561-5125**. BVSD dispatchers are available until 5:00 p.m. After that, BVSD Security may be contacted at **720-561-5051** to communicate with a bus driver via radio.



If your child is a bus rider and there is a change in his/her routine, a written note should be given to the teacher indicating the change in the pick up/drop off routine.

**GOING HOME WITH A FRIEND:** When a child has written permission from a parent or guardian to go to another person's home after school, a dated & signed note (including the name of the person) must be given to the office. If riding a bus, the dated & signed note must include the name of the person and the bus number. These bus notes must be signed by someone in the school office or the child will not be permitted to ride the bus. Also, play plans need to be made and confirmed before the child arrives at school. Telephone calls of this nature are not permitted.



**TRAFFIC SAFETY:** As we are located in a high traffic area and many of our students are transported in private vehicles, traffic is an important safety issue at University Hill. We need your assistance in keeping our children safe. For the main building, please drop off your students in front (the North side) of the school, pull your vehicle forward as far as possible in the drop-off lane. Do not block the driveway. For the small building, please drop your students off at the west side, by the portable classrooms, on 16<sup>th</sup> St. Please do not use the area by the field on the west side as it is reserved for school buses. Please remember these areas are for student drop-off and pick-up only, they are not parking zones and you may not leave your vehicle unattended. The City of Boulder regularly tickets on 16<sup>th</sup> and 17<sup>th</sup> Streets and we tow on our property. If you plan on visiting or staying at the school (even for a short time), please park in our visitor parking spaces or the staff parking lot, and sign in at the main office to help ensure that your vehicle will not be towed. We ask that you follow these safety guidelines and help us improve the ease and safety of student drop-off and pick-up. Students to be picked up after school will be asked to gather at the main entrance and released as parents drive up.



There has been increased concern over the safety of our youngest students in the big building at the end of the day for student pick up. We have had families park across the street or students that are looking for the family vehicle in the front parking area sometimes finding it and sometimes not.

Please park safely then make your way to the northwest corner of the main building. Our pm supervisor will release your child once he/she has a visual of the person picking up the child. If your

child goes on the bus, goes to the Y, or stays for after school classes, the after school process will not change.

Please help us help you keep your children safe!



**VISITOR/VOLUNTEERS:** Visitors and volunteers are warmly welcomed in the school. There are many opportunities for parents to become involved as volunteers: participating in school activities, volunteering in the classroom, participating in school committees, chaperoning field trips and/or as room parent representatives, etc. For more details on opportunities, watch your Monday Folders for special events and needs, check with your child's teachers. You must sign-in and get an identification tag each time you visit. Volunteers are also asked to sign a confidentiality agreement. It is important for the school to know who is in the building and on the grounds at all times. Additionally, we have a very popular parking area for the University and we tow regularly. **Please remember to sign your car in each time you visit!**

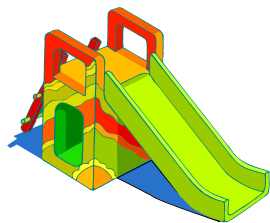


**HEALTH ROOM:** Students who complain of illness or are in need of first aid will be sent to the health room. The health room is staffed by a Para educator for 4 hours each day. The Para educator and the office personnel are First Aid/CPR certified. The student will be checked and if ill, the parent will be called and asked to take the child home. If the child simply needs to rest, s/he will be sent back to class. **It is imperative that we have current phone numbers including at least two emergency contacts.**

**MEDICATION:** Medication may only be administered if the parent/guardian has taken the necessary form to the child's doctor and it is returned to the school. School personnel are prohibited from dispensing medication without a doctor's written authorization. This includes cough drops, lozenges and vitamins. The form is available from the Health Room.



**WHEN TO STAY HOME?:** Keep your children home if they have a fever; are vomiting; have diarrhea; have a cold, especially at the beginning of the illness. Illnesses like strep throat, pink eye and other contagious diseases or rashes should be checked by a physician. Please use these suggestions as guidelines.

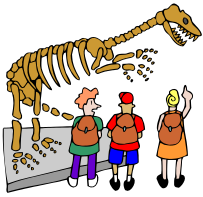


**OUTDOOR RECESS:** All students will go outside during recess except when severe temperatures or inclement weather conditions exist. Please dress your child(ren) appropriately for the weather (send a jacket or sweater, gloves, boots, and a hat as necessary). Children who are not well enough to go outside are considered ill and need to be kept home. It is not possible to keep children inside since indoor supervision is not available.

**LOST AND FOUND:** Please label all clothing and other items brought to school, with a permanent marker. Parents may check for lost items at any time in the designated lost and found area inside the north entrance. Since we do not have the space



to store the volume of lost and found items, unclaimed items will be donated to Goodwill prior to Thanksgiving Break, Winter Break, Presidents' Day holiday, and Spring Break.



**FIELD TRIP POLICY: *Permission Forms*** -Field trip permission forms will be sent home in advance of all field trips. The form must be signed by a parent or guardian and returned to the school prior to the field trip. Students without a signed form will not be allowed to participate and an alternate activity will be provided.

Handwritten notes will not be accepted. **NO EXCEPTIONS WILL BE MADE.** For *walking field trips* (excursions within a mile of school) a special form will be sent home giving the school permission to take your child for short walks during the school year. ***Parent Drivers on Field Trips*** -We sincerely appreciate parent drivers, however, parents who drive on field trips must sign the “Agreement to use a Private Vehicle on Field Trip/Activity” form. They must also give evidence of a valid driver's license and required insurance. This must be done each time a parent drives because of various expiration dates. Children may not ride in the front seat of a car with airbags. Seat belts must be worn at all times.



**FAMILY RESOURCE SCHOOL (FRS):** With the support of the city of Boulder and the school district, University Hill is a Family Resource School. The essential framework of FRS is to improve family self-sufficiency, remove barriers to successful education and improve family functioning. Services provided include: dental, medical and optical care, after-school enrichment classes, adult education and parent development classes, counseling, links with other service providers and coordination with school staff for special events, etc. Please call 720-561-2938 for more information and/or assistance.



**YMCA:** The YMCA provides before and after school child care for the children of University Hill. The program is located in the school cafeteria. Child care hours are 6:30-8:00 a.m. and 2:45-6:00 p.m. Monday through Friday. Full day child care is available during some school vacations as well as most non-school days. Typical activities include: arts and crafts, group games and homework time. In addition to daily activities the YMCA offers swimming lessons and a variety of sports clinics at reasonable prices. The focus of the YMCA is building strong kids, strong families and strong communities. This philosophy is carried out in their child care programs by a responsible staff that models positive behaviors, makes children a priority and implements character development experiences. Their on-site phone number is 720-561-2988. For more information, call the YMCA Mapleton facility at 303-442-2778 and ask for information on the University Hill Elementary before-and-after-school program.

**OPEN ENROLLMENT:** Open enrollment is an option in the Boulder Valley School District. Under this procedure families may apply to schools other than the one in their home attendance area. University Hill Elementary is a Boulder Valley School District Focus School which is open to all students. We do not have a neighborhood boundary. Open enrollment occurs each year in December/January for the following



school year. Younger siblings of children currently enrolled are given priority. The enrollment goal for the Dual Immersion Model is to achieve classes of fifty percent native Spanish-speaking and fifty percent native English-speaking students. Native English-speaking students may enroll (upon space availability and open enrollment guidelines) in pre-school, kindergarten and first grade without prior Spanish language instruction. Second through fifth grade English speaking students will be tested for Spanish proficiency to ascertain the student's success in our program. Native Spanish speakers may enroll in any grade (upon space availability and open enrollment guidelines) and may qualify for English as a Second Language (ESL) instruction. For enrollment information, please go to <http://bvsd.org/Enrollment/Pages/default.aspx> or call the Open Enrollment Office at 720-561-5900.

**PEACEMAKERS:** Any University Hill student may be nominated to be a "Peacemaker." Peacemakers are people who exceptionally model our four core values: be safe, be respectful, be responsible, and seek wise people. They go above and beyond the expected behaviors. Students may be nominated to be Peacemakers by any staff member or fellow student. Once a month, all the Peacemakers nominated will get to eat their lunch with the principal. Also, students will receive an award, have a group photo taken, and be featured in the University Hill newsletter. Good luck to all you Peacemakers.



## **UNIVERSITY HILL POSITIVE BEHAVIOR SYSTEM:**

Students and staff members have the responsibility of being familiar with the Behavior Expectation Manual. This plan will be reviewed at the beginning of each school year with students and staff. In this way, we will provide consistent and high expectations for all members of our school community.

**Following are the guidelines and expectations for our Uni-Hill Positive Behavior System. The complete Behavior Expectation Manual is on file on the main office. Copies are available upon request.**

The University Hill Positive Behavior System describes two levels of behaviors:

### **Expected behaviors:**

- Be respectful, responsible, safe and seeking wise people
- Work together and participate in activities.
- Take care of materials and equipment. Return them when finished.
- Help others.
- Practice self control and act as a role model. Be a wise person.

All teachers and staff (from paras to principal) will be looking for examples of students who are exhibiting these positive behaviors. When an adult sees students doing these expected behaviors, the adult will "reward" the student with an Eagle Talon.

These Eagle Talons are counted by grade level and there are different rewards that students receive for earning certain numbers of Eagle Talons. Our goal is to help build and increase a more positive atmosphere at the school so that there are fewer unacceptable behaviors occurring during the day.

## Unacceptable behaviors:

- Failure to respect others by negative actions, including:
  - Arguing, using offensive language or threatening (hurtful emotional behavior)
  - Hitting or pushing (hurtful physical behavior)
- Withdrawal or unwillingness to work with others.
- Ignoring directions or requests.
- Neglecting or damaging material and equipment.
- Antagonizing others.
- Making unwise decisions.
- Acting out of control.

Behaviors managed by staff will result in a pink slip referral. This referral slip assists in home/school communication as it will be sent home for parent signature.

Three pink slip referrals will result in a blue slip referral that requires a student/parent meeting with the Principal.

Behaviors that are exhibited as needing principal support (list below) will be referred by staff as a blue slip referral and will be managed by the principal.

Blue slip referral could result in time-out, in school suspension, community service, out of school, suspension, counseling referrals or out reach to other community agencies.

Both referrals will require parent contact.

<b>Behaviors managed by staff members on location</b>	<b>Behaviors that need principal support in the office</b>
Name Calling, Arguing, Mild Defiance	Yelling, Screaming, Threats, Sexual or Racial Harassment
Tattling/Blaming others	
Mild Profanity	Severe Profanity
Tardiness	Habitual Tardiness
Mild Emotional Meltdown	Violent Emotional Meltdown
Unsafe Playground or Hallway Behavior	Physical or Hurtful Behavior
Having gum, candy, toys, electronic equipment	
Forming of Cliques	
	Stealing
Inappropriate use of cell phones (cell phones are discouraged unless absolutely necessary)	Damaging School Property
	Weapons
	Alcohol or Drugs
Dress Code Violations*	

**DRESS CODE:** Student dress should conform to recognized standards of decency, safety, modesty, and cleanliness. Students are not permitted to dress in a manner that:

- Affects the safety of that student or others
- Is disruptive or distracting to the learning environment

- Exposes skin such as bare midriff tops, tops which expose undergarments, immodest or revealing clothing as determined by the principal
- Children are expected to be dressed appropriately for weather. The weather is changeable and children need to have the necessary sweater or jacket.
- **Students should wear tennis shoes for P .E. classes so they can fully participate and will be safe, please refer to your child schedule.**

## HOMEWORK POLICY:

### Purpose of Homework

The purpose of homework at U Hill is to

- Review, practice, and reinforce the instruction that has been presented during the school day
- **Communicate to parents** the content/skills covered in the classroom
- Support the development of positive home/school relationships



### Average daily minutes

<u>K</u>	10 minutes
<u>1</u>	15 minutes
<u>2</u>	20-30 minutes
<u>3</u>	20-30 minutes
<u>4</u>	30-60 minutes
<u>5</u>	30-60 minutes

\*Note:

**In addition to the Average Daily Minutes**, we expect our students will spend 15-20 minutes reading **every day**. **Depending on the student's grade level, reading level, and level of interest/motivation**, this could include being read to, reading together with an adult, or reading independently.

### Communication about Homework

Each grade level has a system of communication with parents regarding homework. This includes: overview of homework expectations at Back to School Night, information and updates via grade level newsletters, and individual communication with families.

### **Finally...**

Individual learning rates vary, so it is difficult to articulate an exact amount of time that should be spent on homework each evening, particularly since all students at U Hill are working in two languages. Please talk with your child's teachers if a large number of assignments are too difficult or time consuming for **him/her**.

## University Hill's Four Core Values

- **Be Safe**
- **Be Respectful**

- **Be Responsible**
- **Seek Wise People**

**REPORT CARDS:** *The school is on a trimester reporting schedule.* A Report Card for each student is given to parents at the end of first and last trimester, in November and May. Un Hill was approved to do two report cards with our assurance that we share student progress information at all of our parent/teacher meeting as per our parent involvement calendar. BVSD has standardized report cards for all students. They reflect the curriculum and standards in each grade level. The card includes: mathematics, science, art, music, physical education, language arts, second language acquisition, social studies, etc.

**PARENT/ TEACHER ASSOCIATION (PTA):** This committee is responsible for planning and carrying out activities to raise additional funds for the school, provide resources for school staff and families and works to inform a politically aware community regarding educational issues. Examples of activities supported by the funds PTA raises include subsidies for library and classroom materials, field trips, all-school art projects, visiting artists, school grounds improvements, etc. The committee sponsors many events throughout the school year. Please watch your Monday folders for information about upcoming events and meetings.

**SCHOOL IMPROVEMENT TEAM (SIT):** The School Improvement Team (SIT) is our site based management committee. SIT meets the second Thursday of each month in the library. Parents are encouraged to make a year-long commitment to the committee. The SIT creates our End-of Year Report, addresses immediate issues for the community, is responsible for writing annual school goals along with staff, selects a representative to the District Accountability Committee (DAC), and undertakes activities to meet District and State accountability requirements. SIT Meetings are conducted with translation services and offer free child-care. Please see our website for more information.



**QUESTIONS:** Many questions arise throughout the year. Please do not hesitate to call our office at 720-561-5416 or e-mail: [bvsd.uhe@bvsd.org](mailto:bvsd.uhe@bvsd.org).