

SUPERIOR ELEMENTARY SCHOOL

FAMILY HANDBOOK 2019-20



1800 South Indiana Street
Superior, CO 80027
720-561-4100
Fax 720-561-4101
<http://www.sue.bvsd.org>
Kent Cruger, Principal

Introduction to the Family Handbook

Welcome to Superior Elementary School!

This Family Handbook is designed to address many important details about Superior Elementary that will help students and families have a successful year. Please take some time to read through it and understand it as a family. We do update it every year, so the information should be accurate and helpful.

The entire Superior staff looks forward to getting to know your child personally and collaborating with families to support children during these critical learning years. We share a commitment to providing each student with the knowledge and skills essential to become 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 relationships and citizenship. We strive daily to meet that challenge.

Research reinforces the positive correlation between a parent's involvement in school and a child's success. We extend an invitation to you to be involved! This looks different for every parent, but there are many ways to be involved. From asking your child about their day when they come home, to participating on a school committee, to volunteering in the classroom, to joining your child's class on a field trip, it is all helpful and appreciated. We cannot do it without you!

We look forward to meeting or reconnecting with 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!

Kent Cruger, 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

	M, T, W, F	Thursdays Only
Kindergarten - Fifth Grades	7:54 a.m. – 2:30 p.m.	7:54 a.m.-2:00 p.m.

▪ Arrival Time/Student Drop Off

Students should arrive at the school between 7:45 and 7:54 a.m. The playground is not supervised before 7:45 a.m. Supervision for afternoon kindergarteners begins five minutes before school begins. If you are driving students to school, there are several places to drop off students in the morning. If parents are driving from the north, they may drop off students in the “Hug and Go” area in the main parking lot or park in the north pool parking lot and use the newly construct sidewalk connecting that parking lot to the school. When parents are coming from the south, they may drop off students on the curbside in the designated areas along Indiana Ave. If parents are dropping off first and second grade students, we encourage you to use the north pool parking lot especially if you plan to wait with your child on the playground until the first bell rings. Parents driving their children should be sure that they do not have to cross moving traffic to safely arrive at the sidewalk area. Please use the designated drop off areas only. **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 school or north pool parking lots. The bell allowing 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 cafeteria to line up with their classmates, while Kindergarteners go directly 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 8:20 a.m.* on the day of the absence by calling the 24 hour attendance line: **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(s) of absence, and reason*. You can also submit the absence information online at <http://sue.bvsd.org/parents/Pages/Report-Absence.aspx>. If no call or online absence report is received by 8:20 a.m. on the given day, an automated call will be generated to contact the parent at home.

In the event that your child is tardy, a parent must sign them into the office at which time the student will receive a tardy slip to give to their teacher. Any child who enters the building after the second morning bell is considered tardy and must report to the office before going to their classroom.

Parents who know in advance that their child will be absent are asked to call the attendance line or submit the absence information online 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 **October 1, 2018**.

▪ Emergencies - Standard Response Protocol and your role during emergencies

Boulder Valley School District is committed to keeping your children safe. We know that before learning is possible, our students and staff must feel secure. As in past years, our Safety and Security

team is working with schools to ensure that the [Standard Response Protocol](#) is being followed and that schools practice what to do during an emergency.

- **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 the parent may take students out of school only if that person is listed on the student's emergency contact form. 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 by bus, they must have written permission in advance from the parents involved and have the note signed by an office staff member. **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 at least a day in advance.**

- **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 with specific events is posted at:

<http://sue.bvsd.org/About/Pages/calendar.aspx>

Parents will be reminded through newsletters when teacher professional development, parent/teacher conferences and holidays are scheduled. To see the current Parent-Teacher BVSD Calendar, please visit: <http://www.bvsd.org/calendar/Pages/default.aspx>

- **School Closings (snow and other emergencies)**

Occasionally schools are closed for emergencies. The final decision is made by the Superintendent upon advice of the Transportation Supervisor. *Except in very rare instances, decisions about closures are generally made by 5:30 a.m.* This information is immediately posted on the district web site. Email and text messages (for those who have opted in to receive text messages from BVSD) will be sent to everyone whom the closure or delay directly affects. Media will also be alerted. *No notices means no closures or significant delays have been reported.* In cases of all-district closures, the messages will be sent to ALL BVSD parents/guardians and staff. In cases of mountain school closures, only mountain schools and mountain bus parents/guardians and staff will get the email and text messages. Parents and staff members may opt in to receive text messages sent by BVSD through the [SchoolMessenger](#). 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.

School - Home Communication

- **School Emails**

Every Tuesday, the school will send an email blast with reminders for the upcoming week. In addition to our weekly announcements, information will be posted on our school website <http://sue.bvsd.org>.

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.).

- **Contact Information**

BVSD uses [SchoolMessenger](#) for important email and phone messages to parents and staff. Please contact Susie Stricker (susie.stricker@bvsd.org), the school registrar, if your phone or e-mail address has changed to ensure that you are still receiving communication from the school.

- **Friday Folders**

Every student will be given a Superior Elementary School "Friday Folder" at the beginning of the year that will be used to communicate 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.

- **Registration**

Our yearly registration process is now available online. Please make sure to complete your student's Annual Data Update (ADU) in Infinite Campus as well as submit their walking field trip form, your volunteer documentation, and payment for supply and technology donations. We ask that you complete these steps before the beginning of the school year to ensure that your student's information is up-to-date, that you can volunteer as soon as you'd like, and that teachers receive their supply donations in time to order supplies before the start of school.

- **Meet and Greet**

Every year before school begins, we invite our students and families to join us for an informal Meet and Greet. This is a time for students to meet their teacher and classmates. Please check the [SES calendar](#) for date and time.

- **Back to School Night**

Teachers will describe their classroom schedules and curriculum during structured presentations and 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 they must stay with you.

- **Parent/Teacher Conferences**

Parents will receive a signup email two weeks before conferences. The link will allow parents to sign up for conferences electronically. The conference signup will close the Thursday before conference week. At that time, parents will need to contact their child's teacher directly to set up or reschedule a conference time.

A request is often made by a few of our families during the scheduling of conferences for a separate/additional conference for parents who are divorced or separated. While we realize a common conference time may create some anxiety for families in this situation, we feel the benefits of coming together for your children are far greater. It is critical that our teachers provide the same information to both parties, and doing that at one conference rather than two eliminates the possibility of miscommunication. Your joint effort and common support of your child is a gift that only you as a parent can give to them. Therefore, because of our belief, we will be having one conference per family. We ask that both parents agree on a time before scheduling a

conference online. Mr. Cruger would be happy to sit in on any of these meetings to support the entire family. Please just let your child's teacher know if you'd like her to be present.

▪ **Superior Elementary School Reporting of Student Progress**

There are several times during the year when you can expect to receive feedback concerning your child's academic growth. At Superior Elementary, we utilize several different ways to convey information about your child, each offering a slightly different perspective. The aim for these reports is to provide a picture of your child's learning throughout the year. Progress is reported in the following ways:

Back to School Night This evening is designed to give parents an idea of what the classroom is like, clarity on expectations and classroom routines, as well as an opportunity to learn more about the classroom teacher.

Fall Conferences This first conference is meant to be a time when student goals are set (based on assessment data) and parents can offer insight on how to work best with their child. Students are encouraged to attend.

Report Card #1 Provides information on how your child is performing in relation to grade level standards. Identified at this time are areas of strength, along with areas for improvement. The results of writing assessment #1 and the fall reading assessment are also communicated.

Spring Conferences Students are present during the conference when parents, teachers and staff come together to celebrate and reflect on each child's learning progress. Targeted areas for future growth are highlighted at this time as well. Midyear assessment data is shared.

Report Card #2 The second report card continues to convey progress toward meeting grade level standards. Strengths and areas needing improvement are revisited at this time. Writing assessment #2 and the midyear reading assessment are included in this report.

Report Card #3 The final report card supplies information about whether your child has met grade level standards. The results from writing assessment #3 and the final reading assessment are included for your review.

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 teach the entire class and they cannot confer at length about an individual child. Conferences should be arranged before and after school.

Volunteering

Thank you for your interest in volunteering at Superior Elementary. 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,

cafeteria, and the office. **BVSD requires all adults who would like to volunteer on a regular basis, or attend field trips, to complete a background screening.** Please see below for the volunteer process.

If you would like to volunteer during the school year, please complete either the online background check process. Additionally, the [BVSD Volunteer Application](#) is required on an **annual basis**.

- Online Background Screening:
 - [TClogiQ Background Screening](#)
 - Remains valid for 1 school year - Please complete after July 1st each year to be eligible for a full school year of volunteering (ex: July 1, 2018 for the 2018-19 school year)
 - \$17.00 fee to TClogiQ (card only)
 - 1-2 week turnaround for clearance. You will be notified via email by TClogiQ when your background has been cleared.

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. Students will receive high quality and engaging instruction in language arts, math, social studies, science, health, art, music, PE, technology and a variety of other skills that apply to 21st Century Graduates.

▪ **Field Trips**

Each grade level takes several field 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 will 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 chaperones, only after they have completed both the background check and the volunteer application form.** 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 (i.e. 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.

SES Homework Philosophy

We believe...

- * Reading across all grade levels is essential.
- * Homework is targeted and purposeful, based on material already taught in class.
- * Homework is practice, reinforcement, and extensions of classroom content.



- * Homework is differentiated based on age, developmental capacity, and academic needs.
- * Homework should not require extra resources or excessive adult support in order for the student to be successful, but can provide opportunities for peer and adult involvement.
- * Homework should have flexible schedules to support a family's busy schedule, as well as not requiring students to work over extended breaks.
- * Homework encourages student accountability and responsibility.
- * Homework is a partnership between home and school, both students and parents should feel comfortable talking with their teacher about homework accommodations when necessary.

▪ **Outdoor Education**

Each year the 5th grade classes spend three days and two nights at an outdoor education experience at Cal-Wood. 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 - Accessed Electronically through Infinite Campus**

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 included as well.

Standards based reports are included in PE, 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's state assessments are given in order to accurately assess student mastery of the updated Colorado Academic Standards. Colorado's assessment system is called the Colorado Measures of Academic Success (CMAS), and it incorporates science and social studies assessments developed by Colorado. Students in 4th grade will be assessed in social studies every three years, and students in 5th grade will be assessed in science every year.

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

We offer Art, Music, and PE on an “A, B, C schedule” where all Art, Music, and PE classes will meet for 45 minutes (Kindergarten - 25 minutes) every third day.

- **Art**

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. Our art specialist is Gabrielle Bunte

- **General Music**

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 variety shows are enjoyable and 1st - 5th grade 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 after school. (Parents must provide transportation.) Our music specialist is Peggy Austin.

- **Physical Education**

The PE program helps each child develop a high level of motor skills and fitness. Grades K-3 work on overall coordination and basic skills for hand-eye coordination. Grades 4-5 use these basic skills to learn different sport activities.

Students are **expected to dress appropriately and participate** in all scheduled physical education activities unless unable due to medical reasons. A written note from the parent and/or doctor must verify such reasons. On PE 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. Students love to participate in activities such as tennis, volleyball, basketball, soccer, and Fitness Club. Our PE specialist is Jason LaMere.

- **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 to learn appropriate library skills and to check out books. 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 Tracy Huffman, our teacher librarian 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 as well as the adult/parent collection and must be replaced using school funds. By checking books out, we are more likely to receive the book at the end of the school year.

Health Care

- **Allergies**

We have several students at Superior Elementary with life threatening allergies, the most common of which is an allergy to nuts. Parents of students with life threatening allergies should communicate this to the school office and your child's teacher. The more awareness the whole community has of the allergy, the more we can work together to keep those students safe.

Because of life threatening allergies, birthday treats are not allowed to be sent to classrooms. See the *Birthday Celebrations* section for specific information regarding birthdays. We ask that students never share food or snacks they bring to school, that parents always check with school staff before bringing any food for sharing to school, and that parents talk to their children about the importance of hand washing, especially when students bring nut products to school.

If your child cannot drink milk, orange juice may be substituted provided there is a Certified Doctor's Statement on file in our office stating there is a medical reason that prohibits him/her from drinking milk. With or without a note, orange juice can be purchased.

- **Health**

Our 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. Students who become sick or are injured will be sent to the health room to be attended to by the health room para 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 is only in the building occasionally and 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.

- **Immunizations**

Colorado state law requires that we have up-to-date immunization records on file or a signed exemption before students can attend school. Transfer students have 60 days to have records on file. State law states that all students enrolled in any school in Colorado on and after August 15, 1979, shall furnish the required certificate of immunization or shall be suspended or expelled from school. Please see [this](#) website for more information on the state law. Immunizations can be obtained from your family doctor or the Boulder County Health Department. For immunizations at reduced costs contact the Boulder County Health Department at [303-413-7500](tel:303-413-7500). Boulder Valley School District requires the following vaccines for students aged 5 + years. The Hepatitis B vaccination is required to enter Kindergarten. More information can be found at [BVSD Health services](#).

Vaccine	# of Doses
DTaP	5
Polio	4
MMR	2
Varicella	2
Hepatitis B	3

Medical, religious and personal exemptions are allowed in Colorado. Parental signatures are required every year for personal exemptions. Immunization Waiver Forms can be found on the district website and in the school health room.

- **Insurance Coverage**

Families who do not have medical or accident insurance may purchase the student insurance coverage offered by 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.

- **Medical Exams**

A physical is recommended for students entering kindergarten, fourth grade and for new students to the Boulder Valley School District.

- **Significant Health Conditions**

Should your child have a condition that requires regular medication administration, the medication must be stored in the school Health Room; please contact the health room paraeducator. The School Nurse Consultant will need to provide a Health Care Plan for your child. This plan along with all medications will accompany your child every time he or she leaves the school grounds. As always, parents are welcome to come to the health room and administer medication to their child.

- **Vision and Hearing**

Vision and hearing screenings are conducted each year for grades K–3rd and 5th. New students and special referrals are screened throughout the year. You may request these services or obtain more information by contacting the health room.

- **Prescription and Over the Counter Medicines**

Prescription medicine can be given only if a special written release form signed by the physician and the parent accompanies the medication. This policy includes over-the-counter medication like cough drops and Tylenol, which must also have a signed form from the student's physician. The form may be requested from the health room paraeducator 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. Medications are kept in a locked cabinet or the health room refrigerator, if needed.

Emergency Contact Information

It is of extreme importance to keep your student's household and emergency contact information up to date at all times. Your child's comfort depends upon this important communication link. At the beginning of each school year, you will update the information through the ADU process. During the school year, you can review all household and emergency contact information through your Infinite Campus Parent Portal. If changes need to be made to the information, please email Susie Stricker, registrar, at susie.stricker@bvsd.org.

Student Responsibilities

- **Boulder Valley School District Policies**

Please refer to the [BVSD website](#) for information on topics such as student conduct, enrollment, discrimination policies, complaint and grievance process, etc.

- **Positive Behavioral Intervention and Supports (PBIS) and our Superior Values**

Positive Behavioral Intervention and Supports (PBIS) is a proactive behavior support system. At Superior, our PBIS values are:

<u>R</u>espect	<u>R</u>OCK
<u>A</u>cceptance	<u>A</u>ND
<u>R</u>esponsibility	<u>R</u>OLL

We explicitly teach desired behaviors in all areas of the school based on these core values. Through PBIS we are able to build a safe and welcoming community, actively manage the school environment, and be proactive rather than reactive. As students learn and practice positive behaviors in all of the school areas, their class or grade level earns special rewards such as music in the cafeteria, being on morning announcements, extra recess, etc.

At Superior Elementary, we have also developed a recognition plan that acknowledges individual students for demonstrating positive behavior.

- Staff members hand out Rock and Roll tickets and give students specific praise regarding their behavior.
- For exceptional behavior, students may earn a BIG Rock and Roll ticket which is equivalent to 10 little Rock and Roll tickets.
- Students may turn in 10 little Rock and Roll tickets or 1 BIG Rock and Roll ticket for a prize in the office during designated times.

▪ **Well Managed Schools Program**

Superior Elementary believes children should be educated in a healthy, nurturing, and supportive environment where lifetime habits are encouraged and reinforced. To support these beliefs, we are implementing the Boys Town Well-Managed Schools explicit social skills instruction to complement our PBIS (Positive Behavioral Intervention and Supports). SES teachers were trained in the Boys Town Well-Managed Schools and use it in their classrooms on a regular basis. This program emphasizes relationship building, proactive classroom management practices, and social skills instruction to reduce behaviors that interfere with learning, and to empower students with self-management skills. Boys Town is one of the few programs that can be integrated into the entire school day and across the curriculum, and can be applied by parents and guardians at home.

There are 16 essential skills that encourage students to accept responsibility for their behavior while motivating them to make the best choices that they can.

1. **Following Instructions-** Look at the person. Say "Okay." Do what you've been asked right away. Check back.
2. **Accepting Criticism or a Consequence-** Look at the person. Say "Okay." Stay calm.
3. **Accepting "No" for an Answer-** Look at the person. Say "Okay." Stay calm. If you disagree, ask later.
4. **Greeting Others-** Look at the person. Use a friendly voice. Say "Hi" or "Hello."
5. **Getting the Teacher's Attention-** Look at the teacher. Raise your hand. Stay calm. Wait until the teacher says your name. Ask your question.
6. **Asking for Help-** Look at the person. Ask the person if they have time to help you. Clearly explain the kind of help that you need. Thank the person for helping.
7. **Disagreeing Appropriately-** Look at the person. Use a friendly voice. Tell why you feel differently. Give a reason. Listen to the other person.
8. **Listening-** Look at the person who is talking and stay quiet. Wait until the person is finished talking before you speak.
9. **Appropriate Voice Tone-** Listen to the level of the voices around you. Change your voice tone to match. Watch and listen for visual or verbal cues and adjust your voice as needed.
10. **Making an Apology-** Look at the person. Use a serious, sincere voice. Say "I'm sorry for" or "I want to apologize for.. ." Explain how you plan to do better in the future. Say, "Thanks for listening."
11. **Having a Conversation-** Look at the person. Use a friendly voice. Listen to what the other person says. When there is a break in the conversation, ask a question or share your thoughts.
12. **Working with Others-** Identify the task to be completed. Assign tasks to each person. Discuss ideas in a calm, quiet voice and let everyone share their ideas. Work on tasks until completed.
13. **Accepting Compliments-** Look at the person. Use a friendly voice. Say "Thank you."

14. **Staying on Task-** Look at your task or assignment. Think about the steps needed to complete the task. Focus all of your attention on the task. Ignore distractions and interruptions from others. Stop working only when instructed.
15. **Sharing with Others-** Let the other person use the item first. Ask if you can use it later. When you get to use it, offer it back to the other person after you have used it.
16. **Asking Permission-** Look at the person. Use a calm and friendly voice. Say, 'May I...' Accept the answer calmly.

- **Parent Notification**

When necessary, teachers use Office Referral Forms to document inappropriate behavior and notify parents of any consequences that have been given. We ask that parents sign the form and return it to their child's teacher. An important component of PBIS is re-teaching. Teachers always re-teach appropriate behavior and develop replacement behaviors that students can use the next time they are in a similar situation.

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 Lafayette Transportation at 720-561-5126.

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 have this note signed by the school office 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**

When riding the school bus, we expect to have every child's cooperation to keep students safe. 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.

Miscellaneous School Policies

- **Bike Riding/Walking to School**

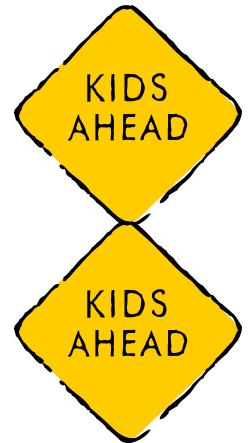
We encourage 3rd - 5th graders to ride their bikes to school. Younger students in Kindergarten through 2nd grade must ride a bike with an adult. Students are required to wear a bike safety helmet and lock their bike at the bike racks in the morning. Students should discuss safe bike routes with their parents. Students need to dismount and walk their bikes and scooters while on school property. Students may not skateboard or rollerblade while on school property. All neighborhood students who must cross Indiana Street or Rock Creek Parkway should exercise great caution and use the crosswalks with crossing guards. Students who enroll in Superior Elementary through either the Open Enrollment or Administrative Transfer processes are responsible for their own transportation.

- **Birthday Celebrations**

Birthday treats are not allowed to be sent to classrooms due to allergies, special diets, high sugar content and classroom disruption. Please adhere to this rule for the safety of all children and to minimize disruption of instructional time. Instead, students whose birthdays are in a given month will all be recognized in each classroom during that month.

- **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.



- **Dogs at School**

For many Superior families walking to school in the morning is a treasured family time together that includes the family dog. In order to respect those families who want to walk with the family pooch, as well as those folks who are uncomfortable with or allergic to dogs, we ask that dogs are kept off school property. Dogs should always be on a leash and should always be cleaned up after.

- **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, sunglasses, 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, midriffs 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**

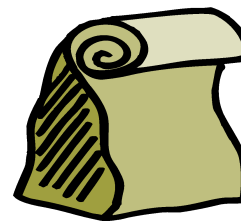
Items are hung on clothes racks. Students and parents are encouraged to check frequently for lost items. Students should have their name on all clothing. Each year, items are unclaimed and are given to charity. The Lost and Found collection will be cleared out and donated at least two times a year.

- **Lunch Program**

Students may purchase lunch at school. 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. You may also

set up an online account at <http://mypaymentsplus.com/> with a credit card. We will debit your child's account when they select a school lunch. 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 learn about free and reduced lunch information [here](#).



Student lunch prices for 2018-19 are:

\$3.50 hot lunch, including milk

Students bringing a cold lunch may purchase milk for \$.75, fresh fruit for \$.75 or a side salad for \$1.50.

▪ **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 on it 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, spinners etc.) to be brought to school. Students may not bring radios, iPods, etc. to school. If a student has a cell phone or smartwatch, it must be "off" and in a backpack until dismissal.**

▪ **Media Releases**

Every school year, you will be asked about your media release preference during the ADU process. Occasionally, a newspaper or television station asks to feature special events or programs at Superior Elementary School. By acknowledging the media release in ADU, your student will be able to be included in the media coverage. This also enables teachers to make video recordings of classroom events for distribution to students in that class. We would never allow the media to speak to students in the event of a crisis or controversy. If parents have any questions they should contact a building administrator.

▪ **Social Media**

While visiting SES during school hours, you may take photos and video of your student, however we ask that you do not post photos or videos on social media that include other students, unless you have explicit, written permission from the other student's parent. We thank you for respecting the privacy of other SES students and their families.

▪ **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.

▪ **PTA Student and Family Directory**

In the fall, all parents will be invited by the PTA 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 email 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, no information regarding your child will be published. 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 Supplies Donation**

Superior Elementary requests a school supply donation in the amount of \$80 per student which can be [paid online](#). SES will not publish a school supply list as the funds generated will be used by teachers to purchase all classroom supplies. With our bulk purchasing abilities we are able to purchase items at a significantly lower price than shopping at retail stores, and teachers will be able to purchase supplies when needed throughout the school year. If shopping for school supplies is something that you and your child look forward to, please feel free to make it a special time to pick out a new backpack, lunch bag, new clothes, etc. It is also important to have some school supplies at home to use for homework and study time.

- **Technology Policy**

Superior Elementary recognizes that portable electronic devices are tools of both communication and learning that, depending upon their use, can either add value to or disrupt the school environment. Portable electronic devices include Apple watches, iPads, Kindles, Chromebooks, laptops, etc. and shall not be turned on or used in any way at school or at school-sponsored activities unless approved by school personnel. Portable electronic devices with cameras or audio recordings may not be used to violate the privacy rights of another person (e.g. you may not photograph others in a bathroom). Students are required to turn portable electronic devices over to school personnel when requested. Under certain circumstances, law enforcement authorities may be notified. Portable electronic devices are considered personal effects in a student's possession and thereby subject to Board Policy JFGA governing searches of such items. Except in cases of emergency, a cell phone or other electronic communication device will not be searched without the consent of either the student or parent. BVSD and Superior Elementary shall not be responsible for loss, theft or destruction of portable electronic devices brought onto school property. Students must act in an appropriate manner consistent with school, district, and legal guidelines while using district and personal technology resources. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

- **Telephones**

All teachers have individual phone numbers and have access to voicemail. Teachers check their voicemail messages throughout the day. All teachers have an email 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 the background check process. Conferences (formal and informal) should be scheduled in advance.

- **Visitors to the School**

In accordance with BVSD policy all visitors must report to the school office immediately to check in. All adult non-staff members must wear a VISITOR badge while in the building. Please return these badges when you check out as you leave. This is an important security measure.

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 Mrs. 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:

- ❑ Ms. Sherry Olin is our **Occupational Therapist**.
- ❑ The **Speech/Language Specialist** works with children having problems with speech and language development or auditory processing. Ms. Alexa Schuessler is our speech/language therapist.
- ❑ The **School Psychologist**, Ms. Nicole Mueller, conducts testing to evaluate the presence of learning disabilities.
- ❑ The **Counselor** helps children learn how to be students and have success in this new world called "school." Counselors can help children with everything from developing organizational skills to making friends and working well in groups. Ms. Ashley Friede is our counselor.
- ❑ **Behavior Therapist** - TBD

- **Achieving with Individualization and Modification (AIM) Program for Students with Autism**

Students referred to Autism AIMS typically have a medical diagnosis or educational identification of Autism and require intensive curricular and/or behavioral modifications that cannot be met by resource support alone. Students may require a variety of instructional approaches and accommodations, including (but not limited to) discrete trial, incidental teaching, use of social stories, and sensory strategies. Students may require significant modifications to the general curriculum. Teachers in Autism AIMS have expertise in working with students on the autism spectrum. Ms. Taylor Gasser is our AIM teacher. Additional speech-language and occupational therapy time is allocated to support these students. Ms. Kimberly Rice is our AIM Occupational Therapist. Each program is supported by a Board Certified Behavior Analyst (BCBA). Ms. Cosmina Barbat is our BCBA.

- **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, Mrs. Carol Levine.

Extracurricular Educational Programs

- **After School Activities**

After-school sports and activity programs are scheduled during the year. Information will be sent home with the school newsletter or in Friday Folders to 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 *LifeLong Learning* catalog published by the school district and on the [Lifelong Learning website](#).

- **YMCA Child Care**

Superior Elementary School offers a before and after school Child Care program in cooperation with the YMCA. For further information or registration, please call the YMCA Director at 720-771-0674.

- **Student Council**

A Student Council with representatives from 4th and 5th grades 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 disburse 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 generally occur the second Tuesday of each month from 6:30-7:30 p.m.

2019-20 PTA Officers and Representatives

Jay Goodman, President; Gary Dixon, Vice President; Rachel Stanton, Treasurer; Sandra Goble, Secretary

- **SAC (School Accountability Committee)**

The School Accountability Committee is composed of parents, teachers, administrators, other school staff and community members. As part of 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 toward our goals to members of the school community. Meetings are held on Tuesday afternoons and are open to 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 Americans with Disabilities Act. Please contact our school's 504 coordinator, Kent Cruger, 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 or principal.

SES EVENT DATES - 2019-20

August 13	Meet and Greet 3:00-4:00
August 13	Welcome Back BBQ 4:00-6:00 pm

August 14 and 15	Kindergarten Meet their Teacher & Kindergarten Assessments
August 14	1st-5th first day of school
August 16 and 19	Kindergarten Staggered Start (Last names beginning with A-H on Aug. 16 th ; I-Z on Aug. 19 th)
August 28	Back to School Night 6:30-8:00 BTSN schedule: 6:30-6:55 Kindergarten and 1st (PE and Music 7-7:10) 7:00-7:25 2nd and 3rd (PE and Music 6:45-6:55) 7:30-7:55 4th and 5th (PE and Music 7:15-7:25) *PE and Music in Gym; Art and Library in their rooms)
September 13	Elementary Assessment Day
September 20	Fall Fling 4:00-7:30
October 15-17 (Window - 10/15-10/28)	Fall Conferences, K-5
February 18-20 (Window - 2/3-2/21)	Winter Conferences, K-5
May 21	Last day for students

Bell Schedule

	M, T, W, F	Thursdays Only- Early Release
Kindergarten - Fifth Grades	7:54 a.m. – 2:30 p.m.	7:54 a.m.-2:00 p.m.

TEACHER COLLABORATION TIME: THURSDAYS, 2:00-3:45 pm

Superior Elementary School Staff 2019-20

School Mascot: Stallion School Colors: Red and Black

Kent Cruger	Principal
Alejandra Corchado-Rodriguez	School Office Manager
Susie Stricker	Registrar/Admin. Assistant
Michele Muckle	Health Room
Alexa Adix	Kindergarten
Erikka Gallegos	Kindergarten
Katie Graf	First Grade
Jodi Mueller	
Ellen Vallee	

Charity Crim	Second Grade
Jen Lehman	
Amy Mendelsohn	
Patti Arnow	Third Grade
Molly Hosek	
Carrie Marxmiller	
Alisha Buck	Fourth Grade
Christine Hoskins	
Stephanie Kirby	
Vanessa Higgins	Fifth Grade
Megan Schumacher	
Cathy Shelby	
Tracy Huffman	Teacher Librarian
Stephanie Bensler	Literacy Specialist
Gabrielle Bunte	Art Specialist
Peggy Austin	General Music
Jason LaMere	Physical Education
Loralee Carnahan	Special Education
Lisa Jupille	
Alexa Schuessler	Speech Language Specialist
Sherry Olin	Occupational Therapist
Nicole Mueller	Social Worker
Taylor Gasser	AIM Teacher
Cosmina Barbat	Board Certified Behavior Analysis
Kimberly Rice	AIM Occupational Therapist
Tricia Bebbber	AIM Paraprofessionals
Mary Brooks	
Anita Leanos De Zagal	
TBD	
TBD	Behavior Therapist
Ashley Friede	Counselor
Carol Levine	TAG Advisor
Lisa Nyhuis	Paraprofessionals
Lynne Wexler	
Kati Suing	Academic Tutors
Jill White	
Dolly Katona	Kitchen Manager
Theresa Blair	Assistant Cook
Adan Gonzalez	Head Custodian
Elizabeth Powers	Custodian
Jose Silva	

**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 on your bottom to swing and hold onto the swing
- Swing only forward and backward (no sideways swinging or twisting the chains)
- Jumping off swings is not allowed
- 1 person per swing (no interlocking legs)

- Take turns by slowly counting to 100
- No games or walking through the swings while in motion

Slides

- Up ladder and down the slide
- No climbing up slide
- Eyes open at all times
- No playground equipment, rocks, or mulch on slide
- No chase games on the slide and the slide cannot be used as base
- No groundies

The Web

- No climbing above or on the blue structure bars; climbing allowed only on the red ropes
- No jumping off from any point; children must climb up and down to get off

Monkey Bars

- Standing or sitting on top of monkey bars is not permitted
- All dismounts from bars must be done safely (no gymnastics)

Zip Line

- Students must form a line on both sides of the zip line
- One person rides at a time
- Ride the full length of the zipline only one way
- No slamming, doubling or upside down rides on the zipline

Playground Equipment

- No tag
- No groundies

Foursquare

- Take turns; form line behind 1 square only

Wall Ball

- Tennis or racquetball 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; play tag on grass areas only

Miscellaneous

- Gymnastic moves are allowed, but no spotting and no difficult gymnastic moves that require a mat for safety; students must have hands on bars when dismounting

- 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, mulch, 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”
- No spinning jump ropes on the ground
- No climbing on trees, no hanging from branches or purposely breaking branches
- No playing with snails because they can carry *salmonella* and other bacteria

Revised 01/31/2020