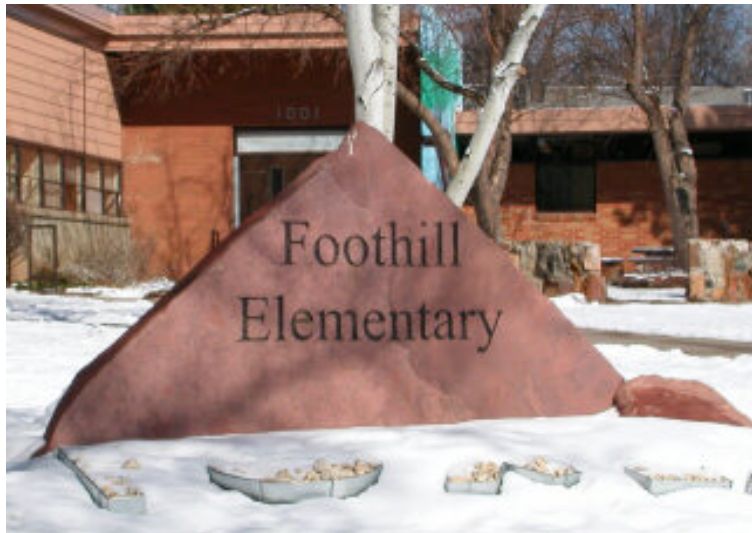


FOOTHILL ELEMENTARY SCHOOL

STUDENT & PARENT HANDBOOK



1001 Hawthorn Avenue, Boulder, CO 80304
Phone: 303-443-1847 Fax: 303-443-1848
Website: <http://www.bvsd.org/schools/foothill>

Foothill Operating Agreement

As Members of the Foothill Elementary Community, We Agree To...

Treat others the way we wish to be treated:

- Use “I” messages.
- Respect others’ feelings.
- Use honesty with tact.
- Be courageous and take a risk.
- Speak well of one another.
- Intentionally look for ways to encourage each other.

When the need to address an issue arises, go directly to the person with whom we have the concern:

Respect the need for an appropriate time and place.

- “May I make an appointment?”
- “Is this a good time?”
- “I’d like to check something out with you; when can we get together?”

Address the issue, not the person.

- Ask questions to check things out.
- “Can you help me understand?”
- Be specific about the concern.
- Remember that choices should benefit kids.
- Disagree in a spirit of honest debate that respects our diversity.

**Melisa Zahn, Principal
Linda Rodgers, Principal Secretary
Christina Colucci, School Support Secretary & Registrar
Kathryn Martinez, School Support Secretary**

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The Student/Parent Handbook is intended to be saved and used by families throughout the school year. Our hope is that it is an easy document to refer back to for necessary information.

Boulder Valley School District Mission

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

New Century Graduate

The vision of the Boulder Valley School District is to graduate students in the New Century who have the knowledge, skills and personal characteristics that will prepare them for the challenges they will encounter as adults. In addition to skills and knowledge in reading, math, writing, and speaking, New Century Graduates will possess a multicultural and global perspective, including bilingual competencies. New Century Graduates' personal characteristics will include respect for others, initiative, creativity, ethical behavior and other characteristics that will enable them to become contributing members to society.

Foothill Mission and Vision

To promote, support and reinforce healthy development, quality education, social competence and responsible world citizenship in lifelong learners through a true partnership among students, parents, staff and community.

FAMILY INVOLVEMENT

The involvement of a child's family is critical in the academic and social success of the child and the Foothill community in general. Parents, step-parents, guardians and extended family members may want to be involved at the school; this desire is welcome and will assist in making the child's school experience a successful one.

Family input is solicited continuously. Participation in the decision making process and suggestions for improvement are welcome. Your input is considered and incorporated as Foothill attempts to continuously improve the process of educating our students and improve the functioning of the school facility.

Family members are welcome to volunteer on school committees and in classrooms throughout the year. You must complete a Boulder Valley School District Community Volunteer Confidentiality Agreement form available in our office. Parents who do come in to volunteer are asked to sign in at the office and pick up a volunteer badge. This documents the amount of volunteer effort in the Foothill community as well as ensuring the safety of our students.

Volunteer Opportunities

Parents are invited to participate in a variety of purposeful committees. These provide parents an opportunity to become part of decisions that are made surrounding school issues. The two largest decision making bodies are the School Improvement Team - SIT and the Parent Teacher Organization - PTO.

Volunteers are essential for the successful operation of any school, and at Foothill their efforts are always greatly appreciated. We strongly believe that our volunteers directly benefit the school by:

- Increasing individual student instruction
- Expanding enrichment opportunities
- Enabling the more efficient use of our teacher's time and skills
- Generating funds for student activities

We find that Foothill's parent-staff communication is greatly strengthened as a result of our volunteer's involvement in the education process. Early each fall, information is sent home to parents outlining various volunteer opportunities. Participation can be easily adapted to fit your time constraints and interests. In addition, parents are encouraged to take part in a wide variety of social events, services and fund-raising activities.

Foothill School Improvement Team (SIT)

The School Improvement Team (SIT) is a decision-making advisory team required by the state that looks at school goals, drives school improvements, and reviews budgets. It is an official group composed of parents, staff, and community members that directly effect the educational improvement at Foothill.

Foothill Parent Teacher Organization (PTO)

Family members of students at Foothill are encouraged to be members of the Parent Teacher Organization (PTO). Members of PTO may volunteer to do as much or as little as they desire. This may involve direct participation, fundraising activities, sharing time in classroom activities, field trips and imparting knowledge and expertise. Fundraising events are designed to finance school expenses and enrichment programs not included in the school district's budget. Activities that are funded include the publishing center, various school assemblies, 5th grade graduation celebrations, student council, teacher requests and classroom needs.

Open House

Before school begins in the fall, Foothill families are invited to school to put away school supplies and meet their teacher(s). This is a time to renew old acquaintances and for students and parents to meet their new teachers. Class lists are posted on the entrance doors in the days prior to Open House.

Classroom Newsletter

Teachers communicate regularly with parents about programs, news and activities that are occurring in their classrooms. Classroom newsletters, in a variety of formats and at varying intervals, are sent home with students.

School Newsletter

The Foothill Flyer is published monthly and will be sent home near the beginning of each month. Parents can expect to learn about current school, community and district news and activities, lunch menus and other articles of interest. A list of important upcoming dates and events is included, as well.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a year in the fall and spring. Parent/teacher conference sign-up sheets are usually posted on the wall opposite of the small gym. This allows parents to schedule a time that fits their needs.

Email

All teachers and office staff at Foothill have a Boulder Valley email address. This is typically their first name.last name@bvsd.org. Email is often a convenient way to reach teachers with questions or important information.

Website

The Foothill website has been designed to keep parents up to date on the current happenings at school as well as provide important information about our school. A great way to stay current is to set your web browser home page to <http://www.bvsd.org/schools/foothill> so that you can glance at the announcements and upcoming events before you navigate away from the page.

GENERAL SCHOOL POLICIES

School Hours

AM Kindergarten	8:25 a.m. - 11:10 a.m.
PM Kindergarten	12:00 p.m. - 2:45 p.m.
Grades 1-5	8:25 a.m. -2:45 p.m.

Playground supervision begins at 8:10 a.m. each morning. For the safety of your child, please do not allow children to arrive at school prior to 8:10 a.m.

Attendance Policy

Regular attendance is an essential part of a student's education. Students are expected to be in attendance every school day as required by state law and district policy. All absences have a negative effect, regardless of the cause of the absences or the attempts to make up work missed. Teachers cannot teach students who are not present, and instruction cannot be replicated with assignments to be completed outside of school. We urge you to stress the importance of regular, prompt attendance. Habits of a lifetime are formed in elementary school and can only benefit your child in future years of education and employment.

However, there are times when students must be away from school. Parents or guardians must contact the school office to provide notification of an excused absence or tardy before 8:30 a.m. Promptly contacting the office will prevent us from disturbing your home or work place with a call requesting the nature of your child's absence.

Parents will be notified of excessive excused absences by letter. If excused absences continue, parents will be required to provide medical documentation to excuse student's absences. Further absences will involve a conference with the Attendance Advocate for Boulder Valley Schools and an attendance contract. Students who receive four or more unexcused absences will be contacted for a conference. An action plan will be developed to ensure more regular attendance.

Excused Absences as defined by BVSD:

1. Temporary **illness** or **injury**
2. Absence pre-arranged and approved by the school administrator. For a pre-arranged absence to be approved, the office must receive a written request at least one week in advance indicating the reason for the arranged absence. Forms are available at the office or on the website.
3. Extended absences due to **physical, mental or emotional disabilities**
4. Student is in the custody of the **court or law** enforcement authorities
5. Emergency, **serious illness, or death in the family**
6. Medical and dental **appointments** which cannot be scheduled outside the regular school day
7. Extremely inclement **weather**
8. Participation in a **religious** observance

Unexcused Absences:

Unexcused absences include all other absences. Prior knowledge and approval of an absence by the student's parent or guardian and/or prior knowledge of an absence by any school employee shall not excuse the absence without acceptance by the principal.

Pre-Arranged Absences

The principal may excuse absences on a pre-arranged basis for special family activities. You must submit written notice to the office one week in advance indicating the reason for the arranged absence(s). This gives teachers time to make the necessary arrangements for make-up work. These forms are available on the website as well as in the front office.

Checking In/Leaving School Early

If a student will be leaving during the day he/she must be signed in or out of the office by a parent or authorized adult. Whenever a student is picked up at school, the office staff will ask for current picture identification and will check emergency contact names if the adult is someone other than a parent/guardian.

Tardy Policy

The tone of each day is set during the first few minutes of class and an important portion of the daily lesson is presented during this same precious time. Students should be in their seats and ready for instruction at the assigned time. If a student is late to school and it is **before 8:45 a.m.** she/he should report directly to class and will be marked tardy by the teacher. If a student is tardy and it is **after 8:45 a.m.** she/he should report to the office to get an tardy admittance slip before reporting to class. We appreciate parent/guardian support in this matter as all students benefit from a timely start. Tardiness is considered a form of absence and parents will be notified as noted above.

Excused Tardies

Some examples of an excused tardy are:

1. Medical appointments
2. Temporary illness
3. Inclement weather
4. Extenuating circumstances

Unexcused Tardies

Some examples of an unexcused tardy are:

1. Oversleeping, alarm failing to go off, walking too slow
2. Missing the bus due to getting up late
3. Parents stopping for coffee on the way to school
4. Appointment for other family member

Visitors

Parents are always welcome. All visitors must check in at the office before going to a classroom and wear a security badge. We especially encourage your visits after the first month of school in order to give teachers and students time to become acquainted and establish routine. For security reasons please only use the front door on Hawthorn to enter or exit the building. Special arrangements must be made with the teacher in order to bring a pet to school. The pet must be in the control of an adult at all times and leave when the activity is over.

Lunch

1. Students can purchase hot lunches with milk for \$2.25.
2. Adults can purchase hot lunches without milk for \$3.25. Please call school by 9:00 a.m. if you would like to purchase an adult hot lunch.
3. Checks for one or multiple lunches should be sent to school with your child, and made payable to Boulder Valley School District.
4. Credit card forms are now available in the office to pay by credit card.

Health Room

The health room is available for students who are ill, injured, or have a health concern. Students must have permission from an adult to go to the clinic except in the case of an emergency. It may be necessary for a student to leave school because of a health condition. Parents/guardians will be notified by the health clinic Para-professional regarding the health status of the student. The student's teacher will be notified that the student is being picked up by a parent/guardian or designated emergency contact.

Students taking medication of any kind must follow the following school board policies or guidelines, including non-prescription products such as aspirin:

- A signed copy of the "Parent/Guardian Request for Giving Medicine at School and Release Agreement" available from the school office, must be filed with the health room aide.
- This form provides for a doctor's written order for the medication to be given and must be signed by both the physician and parent/guardian.
- **Medication must be given to the health room para-professional by the parent/guardian only and must be properly labeled. Students are NOT to bring medications to school.**

Immunization

Colorado law states that all children entering school for the first time must have:

<u>VACCINE</u>	<u>AGES 5 yrs. +</u>
DPT	5
Polio	4
Measles	2
Rubella	2
Mumps	2
Hepatitis B	3
Varicella (Chicken Pox)	1

Immunizations can be obtained from your family doctor or the Boulder County Health Department. Prior to school entry, an immunization certificate must be submitted by all kindergarten and transfer students. The Colorado Health Department requests that measles, rubella and mumps vaccines be administered after a child is 15 months old. Please contact school personnel if you would like to obtain a personal, religious or medical exemption.

Medical Exams

All students are required to have two physical exams – one before entering kindergarten and another before entering 4th grade. Students new to the BVSD must have a current medical exam. Vision and hearing screenings are performed annually for grades K-3 and grade 5 under the supervision of the school nurse. New students and special referrals are screened throughout the year. You may request these services or obtain more information by calling the Health Room.

Fire Drill and Emergency Procedures

1. Students stay with their teacher or specialist.
2. Students away from their classroom during a drill are to go to the nearest exit and join their class outside immediately.
3. Students on the playground during a drill are to assemble with their teacher in their designated area immediately.
4. Students are to remain quiet and are to return to the building after the all-clear bell rings.

Recess Dress

We ask that your child be comfortably as well as appropriately dressed for school and the weather. Except in cases of extreme weather, students may not enter the building before the 8:25 a.m. bell and recess is held outside. Please remember to dress your child accordingly, since coats, hats and boots are often a Colorado necessity. (On particularly rainy or snowy days, it's a good idea to send in an extra pair of socks!) We encourage you to clearly mark all clothing with your child's name.

Recess is an important part of the regular school day that provides students with a healthy outdoor break to stretch and socialize. All children are expected to participate. Outdoor recess will be canceled only under the following conditions: sustained/heavy rain, very high wind, extremely cold temperatures (i.e., below 20° F with wind-chill), or lightning.

We believe that children who are well enough to attend school are most likely well enough to go outside for recess. However, there are circumstances when it may be wise for a student to remain indoors. In this case, a parent's note (not a student's verbal request) is necessary. A physician's note is required to miss more than one day of recess.

Dress Code

Student dress should conform to our community's standards of decency, safety, modesty and cleanliness. Students will not be permitted to dress in a manner that:

- ✓ affects the safety of that student or other students
- ✓ disrupts the learning environment
- ✓ indicates affiliation with or admiration of negative social influences such as gangs, cults, substance abuse or gender degradation

Specifically, students are not allowed to wear the following in or on school grounds:

- ✓ sagging pants
- ✓ skirts or shorts that are too tight or too short
- ✓ hats inside the building
- ✓ spaghetti straps
- ✓ tops exposing bare midriff
- ✓ visible underwear
- ✓ immodest or revealing clothing
- ✓ bare feet or slippers
- ✓ clothing or jewelry that promotes drugs, alcohol or tobacco products
- ✓ clothing bearing negative messages about self or others ("Do you know what your problem is? You're stupid")

Students who are not dressed appropriately will be asked to contact their parent for a appropriate change of clothing.

Personal Items

Students are discouraged from bringing any personal or non-school supply items to school. Electronic devices such as cell phones, radios, MP3 players, and electronic games are prohibited for use during the school day. Laser pens, virtual pets, trading cards and other toys or devices disruptive to the learning environment are not allowed on school property. These items will be confiscated and returned only to parents. All of these items are targets for theft, and are not appropriate for school. If you have to bring a valuable item from home for a special class activity, it is recommended that you check it in with your classroom teacher. The school is not responsible for the loss of your valuables. The "Lost and Found" is located in the hallway by the office and small items such as glasses and jewelry are kept at the front desk.

Transportation Safety

Over 500 students are dismissed at the end of the school day. Many parents pick up their children. The cars and school buses cause a traffic jam and potentially dangerous traffic situations around our school at this time. Please follow the guidelines listed here to help ensure safety for our students:

1. Buses will load on the north side of Hawthorn. "No Parking" cones reserve space for the buses. There is no parking, drop-offs or pick-ups in the coned areas along the north side of Hawthorn.
2. Students are **not** to cross Hawthorn in front of the school except at the crosswalks, one at Broadway and two on 9th Street. Please plan to pick up your

student/s on the west side of the school on 9th St. or a block or two away from the school if you wish to avoid the traffic congestion.

3. Drivers are asked not to use private driveways to turn around. No U-turns in front of the school. Please adhere to the 20 m.p.h. speed limit.
4. The school zone is a **NO CELL ZONE**.
5. The staff parking lot is **NOT** a designated pick up or drop off zone. Pick up/drop off in this area pose a danger to those students as well as our special needs students who utilize this area for their bus transportation.

Walkers

1. We recommend that only third, fourth and fifth graders ride their bikes to school without adult supervision.
2. For safety reasons, no wheeled vehicles (e.g., skateboards, roller blades, heelys, scooters or bicycles) may be ridden on school grounds or in the bussing area.
3. Walk on sidewalks and cross in crosswalks only.

Bus Riders

1. Teachers dismiss students from class to go to the bus.
2. Students wait quietly for the bus in designated lines.
3. Students may ride the bus with a friend only with **written permission** from their parents. This must be signed and logged by the office staff first thing in the morning.
4. Students must **always** follow the rules established by the bus driver.
5. Animals are not allowed on the bus.

It is a privilege to ride a BVSD school bus, NOT a right. Call the BVSD transportation office (303-447-5125), if questions or problems arise regarding bus transportation. The transportation department's behavior expectations and safety rules will be given to your child by their bus driver during the first week of school. Failure to abide by these rules could lead to a seat assignment or a suspension of bus-riding privileges.

Field Trips

1. Occasionally admission fees are requested for field trips or special events. At no time are these fees to be a hardship to any student or family. Please advise your teacher if finances are a problem, and we will make every effort to defer payment or waive the fee entirely.
2. Field trips of any kind require a signed district permission slip.
3. Parent drivers need to have a BVSD district car insurance form with your driver's license number and a **copy of your insurance policy showing your deductibles** on file. As suggested by Colorado's Driver's Motor Vehicle, if you have a passenger seat airbag which cannot be disengaged that seat cannot be used to transport one of Foothill's student on a school sponsored field trip.

School Closures

Under all but the most extreme conditions, school officials have a responsibility to keep school in session. When the weather is extreme, but school is open, parents must make a family decision regarding attendance or late arrival for their children. A personal

contact by the parent or a written note to school officials will excuse a student's late arrival or absence during these conditions.

When the weather is severe enough that it is necessary to close schools in all or part of the District, it is extremely important that working parents have pre-arranged child care available to them; arrangements with a friend or neighbor, provisions at a child care center; child care leave from work (if available), arrangements with a neighborhood teenager who also would be out of school, etc. It is very important that parents make these arrangements before the event, since Colorado weather is unpredictable, and it's not unusual to be hit by a severe storm at almost any time during the school year!

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

For more information, tune in to one of the following radio or TV stations...

KGNU	88.5 FM	KCNC-TV	Channel 4
KJMN	92.5 FM	KMGH-TV	Channel 7
KTCL	93.3 FM	Bldr P.A.-TV	Channel 8
KISS	95.7 FM	KUSA-TV	Channel 9
KBCO	97.3 FM	KDVR-TV	Fox 31 News
KOSI	101.1 FM	KCEC-TV	Channel 50
FOX	103.5 FM	KHOW	630 AM
KOOL	105.1 FM	KKZN	760 AM
ALICE	105.9 FM	KOA	850 AM
KBPI	106.7 FM	KLMO	1060 AM
KWGN-TV	Channel 2	KBNO	1280 AM

Telephone Usage/Messages

Students may use the phone only with permission from their teacher. The school phone is not available to arrange impromptu social plans after school. Play dates and ride home arrangements should be made before school. **Only messages of an emergency nature will be delivered to students.**

Class Placement Policy

The class placement process at Foothill includes perspectives of both parents and educators. Teachers make every effort to balance classes in terms of size, gender, special needs, and skills. The following steps are used to achieve these goals:

1. Grade level teams review class lists and make placement recommendations while considering parent input.
2. Specialists make recommendations for student placement.
3. (Optional) Parents may complete a form to give the staff information regarding learning environments that work well for their child, successful ways to motivate their child and specific learning needs.
4. New students are added during registration and lists are re-balanced.
5. Principal has final review of all class lists.
6. The final lists are posted prior to the Open House before school begins.

The administration and teachers feel strongly about the success of this method for creating vibrant learning communities for each classroom. For this reason, parents may not request specific teachers and changes to class placement will not be made.

Lost and Found

1. Please label all items brought to school with your child's name.
2. Lost and found is kept in a hallway near the small gym. Parents and students are welcome to check for lost items there.
3. Unclaimed items are on display for the last 2 school days of every month and then will be given to charitable organizations. Reminders will be printed in the Foothill Flyer.

Para Educators

Foothill is fortunate to have a team of dedicated, well-trained Para-educators (Paras) who work with students and teachers in a variety of ways. Paras work in classrooms with individual and small groups of students. They assist teachers in the preparation of classroom materials. Paras also supervise students on the playground and in the lunchroom.

Homework Policy

The term "homework" refers to tasks assigned to students by teachers to be completed during non-school hours. When designed well by teachers and done carefully by students, it is an effective instructional activity that should have a positive effect on student achievement. Homework is not, however, a substitute for in-class instruction. In order to be beneficial to students, assigned tasks should be meaningful to purposes that can be served by independent work outside of class.

For elementary students, appropriate homework should foster positive attitudes toward school and better academic-related behaviors and character traits (such as time management and organizational skills). BVSD Homework Policy states: “. . . In addition to independent and/or family reading, general guidelines for homework, when assigned, at the elementary level are: Grades K-3: an average of 10-30 minutes per night, and Grades 4-5: an average of 30-50 minutes per night.”

Report Cards

Foothill's academic calendar is divided into three trimesters. Report cards are sent home with students at the end of each trimester. BVSD is using a standards based report card. In a nutshell, there are two sections in the report cards: the “academic performance ratings” and the “characteristics of successful learners” section. The performance ratings are given for each of the content areas (i.e.: language arts, mathematics, science, social studies). PE, Music, and Art have their separate, individual standards-based report cards. The standards-based grades are given on a 1-4 rating scale as follows:

- 4 Demonstrates advanced achievement of standard
- 3 Demonstrates proficient achievement of standard
- 2 Demonstrates partial achievement of standard
- 1 Does not meet the standard
- (Blank) Not assessed This Grading Period

Students are given a performance level rating of 1-4 in language arts, mathematics, science, social studies, Music, PE, and Visual Arts. These performance levels describe student's work as it compares to the standards. The students are expected to meet standards by the end of the school year. Thus, a student with a “2” in the first or second trimester is making partial achievement of a standard... and our goal is to support the child to reach a “3” by the end of this school year. If you have specific questions about a specific rating on the report card, feel free to have a conversation about this with your child's classroom teacher or specialist. Sometimes it just takes a simple chat to reach clarification and understanding.

In the area of “Characteristics of Successful Learners” section, since there are no district standards for “characteristics” per se, performance in these areas are rated as follows:

- + consistently
- x usually
- ✓ sometimes
- seldom

Along with your child's report card, you will receive a very helpful, color-coded by grade level, parent folder. These grade level parent folders provide a sample of learning expectations for your child for each standard. Your resourceful parent folder aligns nicely with the report card and is quite parent-friendly! If you want more information about the entire curriculum, it can be located on the district website www.bvdsd.org.

BEHAVIOR EXPECTATIONS

We feel fortunate at Foothill to have students who display appropriate conduct. We feel it is important to continue our present positive school climate for all students. We have developed discipline procedures and a conflict management program to define and clarify our position and to help maintain home and school communication. The program is a documented, sequential approach intended to establish better communication among students, staff, and parents.

General Expectations for School Behavior

1. Students should not arrive at school before supervision begins. Supervision of the playground begins 15 minutes before the bell rings in the morning. When students arrive in the morning, they are to go directly to the playground until the bell rings.
2. Students are not to be in the building before the bell rings in the morning unless they are enrolled in the YMCA program (tuition based child care) or other before school program, have a note from a teacher or it is an “inside” day due to weather conditions.
3. Students are expected to go directly home after school. There is no supervision on the playground after the last bus leaves for the day, and students are not allowed to stay and play without parent supervision.
4. Dangerous objects, such as knives, guns and sharp objects, etc., are to be left at home.
5. Students are expected to show respect for their school building by keeping it clean. For this reason, gum is not allowed.
6. Students will not engage in behavior that is destructive to school or personal property.
7. For safety reasons, no wheeled vehicles (e.g., skateboards, roller blades, heelys or bicycles) may be ridden on school ground or in the bussing area. Bicycles ridden to school must be secured at the bike racks upon arrival at school. Skateboards and scooters are to be stored in classrooms until the end of the day.
8. Students may not engage in behavior that is physically, emotionally or socially hurtful. This includes fighting, name-calling, put-downs, rumor spreading, social isolation or other aggressive behaviors.
9. Students are expected to respect and comply with all reasonable requests made of him/her by any adult staff member or supervising adult.
10. Students may not use inappropriate language.
11. Finally, the Foothill Staff strongly believes that “appropriateness” is an important standard of judgment for each student. Therefore, we hold students accountable for using good judgment regarding what behaviors are appropriate in various situations. Just because there is no written rule against something, does not mean that it is okay to do it.

Restroom Behavior

1. Use restroom equipment properly. Never put objects in the toilets.
2. Use the restroom quietly, quickly and leave.
3. Always wash hands after using the restroom.
4. Keep the walls and floor clean. Do not hang on the stalls.

Hall Behavior

1. **Walk** quietly in the halls.
2. Keep your hands and feet to yourself.
3. Go directly to your destination.
4. Use drinking fountains properly.
5. Respect the learning that is taking place in the classrooms when you pass by during the school day.

Cafeteria Behavior

1. All adult supervisors must be respected and their requests followed.
2. **Walk** into the cafeteria.
3. Stand quietly in line. Keep your hands to yourself and wait for your turn. Cutting and saving places in line are not permitted.
4. Use good table and cafeteria manners. Be considerate of others. Remain in your seat until you have finished eating & been dismissed.
5. All students are responsible for their own clean-up and tray return.
6. Orderly behavior is expected.
7. Students will use “inside voices”.
8. Students are not permitted to go to their classrooms or other areas in the building during lunch without permission.
9. All lunches are to be eaten in the cafeteria unless there is a prearranged situation with the classroom teacher.
10. Students may use the playground equipment put out on the recess cart, however all equipment must be returned to the cart at the end of recess.
11. No food or drink is to be taken out of the cafeteria or to be eaten in hallways, classrooms or on the playground.
12. After students are dismissed they must **walk** to the line up area for their class.

Playground Behavior

Students are expected to play in a safe and cooperative manner and to follow these rules:

- Students will only go out onto the playground when there is a supervising adult present.
- Students will avoid running in the courtyard or on any sidewalk (concrete area).
- Students must play in the line of vision of a supervising adult.
- All food and drink are to be consumed in the cafeteria and not taken out on the playground.
- Students will check with a supervising adult and get a pass before re-entering the building to go to the nurse, office, or restroom and let them know when they return to the playground.
- After recess, students will line-up at the designated door for lunch or for return to the classroom.
- SAFETY FIRST while playing on the playground and equipment.
- Slides: Ride feet first and one person at a time. Do not go up the slide, or come down backwards. No trains, pushing, or blocking.

- Swings: No jumping off, twirling, twisting, spinning, standing, laying on stomachs, under-ducks, or blocking. Avoid standing in front, behind, and between swings. Limit swinging to five minutes if other students are waiting to swing.
- No standing or walking on top of high equipment (monkey bars, etc.).
- No roughhousing (rough play, wrestling, tackle football, etc.).
- No playing behind the trees at the back of the playground.
- No locking of games (games are open to any student wishing to play if they ask within the first 5 minutes).
- No teasing or improper language.
- No hitting, slapping, spitting, or kicking.
- No bats or hard balls of any kind may be used at school.
- Tag may only be played with eyes open and on the field (not on any of the equipment).
- No sliding on the snow and **NO THROWING OF SNOW OR SNOWBALLS.**
- No throwing of sand, gravel, rocks, ice, sticks, crab apples, and pinecones.
- Keep the playground clean.

A teacher or Para-educator will always supervise on the playground. If a problem arises, students are encouraged to use their skills to work out their differences first. The adults on the playground will deal with any minor disputes. Any repeated misbehavior or severe behavior will be referred to the principal.

Foothill does NOT take these behavioral expectations lightly. Administration and staff pledge to make our school the safest it can be. All Foothill students and parents/guardians are required to sign the “Sign Off Sheet” located in the First Day Packet acknowledging that they have reviewed and will comply with behavioral guidelines as well as the Districts Rights and Responsibilities (See Student Rights and Responsibilities Guide in First Day Packet).

The above behaviors are considered specific school infractions and as such will include appropriate consequences when necessary. These disciplinary actions will be applied by all staff members and may include consequences such as temporary removal from class, a parent/guardian contact or conference, community service, administrative detention, in-school suspension, out-of-school suspension or expulsion from school for a designated period of time, or police involvement.

In addition, the Colorado State Legislature has enacted laws that modified school district policy regarding the suspension and/or expulsion of students. The following serious violations require mandatory expulsion:

- carrying, bringing, using or possessing a deadly weapon without the authorization of the school or district;
- selling, giving or exchanging a drug or other controlled substance;
- the commission of an act which, if committed by an adult, would be robbery or assault; and acts, which are disruptive to the learning environment by a “habitually disruptive” student.

CURRICULUM

The Foothill Mission Statement: "To promote, support and reinforce healthy development, quality education, social competence and responsible world citizenship in life-long learners through a true partnership among students, parents, staff and community" was developed by the School Improvement Team and Foothill's faculty and staff. It is a mission that is carried out everyday in Foothill classrooms by staff, parents, and administration. The Foothill community strives to provide quality education through a variety of programs and experiences for children.

Library/Media Center

The Foothill Media Center is a "center" for both literary appreciation and exploration of research by students in grades K-5. Research projects range from the study of Alaska to the Civil War, from endangered species to great scientific thinkers. A Research Continuum, which complements the Writing Continuum, has been developed to chart individual student progress in research skills and strategies. Book and other media check-out is available to all students, teachers, staff and parents. The center has computers and software for student use. The library catalog and check systems are computerized. Story time in the library is enjoyed by grades K-2. Visiting authors and illustrators offer students additional insight into the world of fiction and non-fiction.

Computers and Technology

Each classroom has at least two computers. We now have a computer lab of 30 new PC's where classes can sign up to work. There are 90 Alpha Smart pads available for classroom use. Students can download their information in the media center to print. All Foothill students can access the Internet for a variety of purposes, including research and communication.

Conflict Resolution/Peer Mediation

This is a peer based mediation program where fifth grade mediators facilitate discussion, compromise and "using words" to settle non-violent differences between students. This program is supervised by faculty members, who provide training for mediators and school-wide information about the program.

Student Government

Student government encourages civic responsibility and leadership. It is comprised of class representatives and facilitated by faculty members. Students plan school-wide activities, such as School Spirit Week and charitable donations. Fundraising efforts focus on three areas: school, community and world.

Peer Tutors

Many classrooms utilize peer tutors from different grade levels as Book Buddies, mathematicians, research assistants, and PE helpers. This program allows children to make connections with students both younger and older than themselves and fosters community spirit within Foothill.

Art Education Program

Students at Foothill have art for 50 minutes each week. Art lessons are developed based on the Boulder Valley School District visual arts standards, and included are the history requirements, classroom study topics, as well as making "Art for Art's sake". Community projects have included Art for Heart Valentine's Day cards, CU Heritage Center decorations, Safehouse pillows, and Hospice of Boulder County Auction masks. Annual events include the KidzArt school fundraiser, graduation projects, and the school Art Show.

Music Education Program

All students participate in music for a total of 90 minutes week. Each grade level performs at least one evening program a year. Musical programs are designed to complement classroom activities. Fourth and fifth graders are able to participate in extra curricular music activities which meet before and after school. These groups typically present a program. Instrumental music is offered to fifth grade students twice a week.

Physical Education Program

The goal of the physical education program at Foothill Elementary is for students to develop the skills and knowledge necessary to participate in physical activity for a lifetime. To help students become aware of their current physical activity, first through fifth graders wear a pedometer for a week in the spring to measure their amount of daily physical activity. The curriculum is based on the Boulder Valley Public Schools physical education standards. The children at Foothill look forward to units such as gymnastics and tumbling, obstacle courses, scooter obstacle course called "Jamestown" and events such as "Fall Fun Days."

Publishing Center

The Publishing Center allows students to produce a hardcover book each year. Manuscripts are written, edited and illustrated in the classroom. Parent volunteers format student work into the appropriate book style and assist students in the actual binding of their "real" hardcover books.

TAG

The Talented and Gifted program at Foothill has included such programs as: Junior Great Books, Super Six News, writing workshops and individual tutors who work with identified students one-on-one and in small groups with monitors. Our TAG coordinator consults with classroom teachers to compliment current curriculum. Identified students grade 2-5 are eligible for TAG services. Enrichment programs are coordinated by parent volunteers.

YMCA Before and After School Care

On site before and after school child care is offered by Boulder's YMCA Child Care program. The "Y" also provides child care at Foothill during school vacation and in-service days. There is a fee for this program.

Community Partnerships

Foothill is fortunate to have numerous partnerships with the wider Boulder community. The University of Colorado regularly has student teachers and practicum students assisting in Foothill classrooms. The faculty has participated with the University in Literature in the Classroom research and training. Foothill teachers have been the recipients of many and varied Apple Grants, which are funded and supported by community businesses. Volunteers from different fields, from law to law enforcement, from chemistry to computers, spend time with Foothill students within classroom settings and out in the "real world". Field trips throughout and beyond Boulder provide Foothill students with opportunities to experience learning outside Foothill's walls. Foothill also participates in a partnership with Eco-cycle to promote recycling and environmental awareness. Foothill has been a Math League School and a Library Power Grant School with the Public Education and Business Coalition.

Student Support Groups

Support groups focus on social skills development, family change and problem solving. These groups are facilitated by the school psychologist and other faculty.

ENRICHMENT ACTIVITIES

Extracurricular activities are offered before and after school in conjunction with Foothill, and usually involve Foothill teachers or parent volunteers. Some programs may require a fee. The following are examples of activities that are or have been offered: availability in a given year often depends upon the enthusiasm of parent volunteers.

Acting Club

Grades 3-5. Learn improvisation, characters, acting on camera... it's the most fun you can have in an hour after school! (Fee)

Chess Club

Foothill has offered both a beginner's and advanced chess class in the past, but needs a parent volunteer at the moment. (Fee)

Choir and Handbells

3rd, 4th and 5th graders may participate in singing choirs and/or handbell choirs which meet before and after school. These groups present afternoon or evening programs.

Continental Math League

Continental Math is an enjoyable educational program providing students opportunities to participate and improve their problem solving capabilities.

Destination ImagiNation

Destination ImagiNation is an international program that Foothill participates in annually. Teams and coaches work in a cooperative and creative spirit to solve challenging

scenarios and problems. Destination ImagiNation is open to all Foothill students. A district-wide competition is held in March or April.

Elementary Spanish Program

The Elementary Spanish Program offers enrichment classes before school for all grade levels. The introductory programs provide students with a strong auditory foundation so that they will feel comfortable hearing and speaking Spanish. More advanced classes offer an introduction to reading and writing in Spanish. (Fee)

Geography Bee

Students in grades 3-5 participate in study sessions during or after school, then participate in a Geography Bee during school hours, sponsored by the National Geographic Society. The winner takes a statewide written test, and if they score high enough, competes at the State Bee.

Mad Science

Grades K-5. Mad Science of Colorado offers 6-week hands-on programs, one hour per week. Sample topics include dry ice, lasers, rockets, acids & bases, space science. (Fee)

Science Seekers

Grades K-1. Young children will have the opportunity to be inquisitive and playful with science projects. (Fee)

Science Club by Science Matters

Grades 2-5. Exciting after-school science enrichment program. Past themes have included Kitchen Chemistry, Way Out Water, Science Safari. (Fee)

Tutor/Mentor

Grades K-5. College students or local professionals tutor a student on an as requested, as available basis.

Sandwiches for the Homeless

Each week, students in a selected grade level bring in sandwiches that they've made at home. These are then delivered to a local homeless shelter. A specific grade level makes sandwiches approximately every six weeks.