

BOULDER VALLEY SCHOOL DISTRICT

Emerald Elementary School

Parent Student Handbook

5/3/2018

Appropriate Clothing Reminder

As the weather gets warmer we want to remind you of Emerald Expectations for Student Appearance. We've created the following guidelines for student clothing at school. Please keep these guidelines in mind as you do your Back-to-School Shopping.

- Personal appearance should not disrupt or distract from the educational environment.
- Hats / head coverings / hoodies (except for religious purposes) can be worn outside only. Hoodies are allowed, but students will be asked to put hoods down inside the building.
- Half-shirts, net shirts, cropped tops, halter tops, tube tops, spaghetti straps (under 2 fingers in width) are not allowed.
- Undergarments (bras, underwear, boxer shorts, etc.) should not be visible on the student.
- Shorts and skirts must be appropriate length for school (below the fingertips of the student when arms are at the side). Excessively short shorts and skirts are not permitted.
- Shoes that will stay on student's feet (i.e. not flip flops) are necessary at school. Heels should be left at home for safety. Students must have athletic shoes for P.E.
- Glasses for vision correction will be worn inside, sunglasses for outside. Students cannot wear fake or play glasses.
- Clothing that advertises alcohol, drugs, tobacco, firearms, weapons, obscene or offensive language or images that are disruptive should not be worn to school.

Student Attendance Regulations

As required by Colorado State Law and BVSD Policy, students are expected to attend every day that school is in session. For further information in the District's Attendance Policies (JH 6/25/13 and JH-R, 6/26/13), please refer to Student Rights and Responsibilities Guide and State Law (C.R.S. 22-33-104), which require attendance at school for all students until the age of seventeen.

Habitual tardiness disrupts the learning environment and compromises student academic progress. Board policy states that because of the disruptive nature of tardiness on the non-tardy students right to an uninterrupted learning environment, appropriate penalties may be imposed. **If a student is more than 5 minutes late to class, they will be marked tardy in Infinite Campus. NOTE: A student arriving 45 minutes or more late to school will be considered absent for one half day. The same is true for a student leaving early more than 45 minutes and will be marked as such in Infinite Campus.** In order to maintain accurate attendance records, teachers will also make a notation in Infinite Campus indicating the number of minutes that the student was late.

Truancy Procedures

Truancy procedures will be initiated for students under the age of 17 whose attendance is deemed by the administration to be excessive and interfering with the student's education. Specifically, **the student and their parent/guardian will receive two letters stating that further absences will not be excused unless documentation is provided by a doctor.** If further absences are accrued after the letter, the student will be referred to the truancy process. In order to remediate the excessive absences, students will be placed on an attendance contract. In the rare case that the contract is violated, further school consequences will result.

Parents and Guardians can call in to the attendance office (720-561-8502) or email (<http://eme.bvsd.org/parents/Pages/Report-Absence.aspx>) information excusing the student's day out of school.

Parents should call on the day of the absence.

Excused absences include:

- Temporary illness or injury
- Medical or dental appointments that cannot be scheduled outside of the regular school day (documentation from care provider required)
- Emergency, serious illness, or death in the family
- An absence that occurs when the student is in the custody of court of law enforcement authorities
- Absences due to suspension (in accordance with state law)
- Participation in religious observances

Note: All other absences are considered unexcused.

Birthdays at Emerald

We recognize how important Birthdays are to children at school. Here are the guidelines used for Birthdays:

1. Treats: Beginning in 2014-15 we no longer allow Birthday treats at school. This was due in part to a change in USDA guidelines that impact types of food allowed in schools. The policy changes intend to ensure that the kids eat mostly healthy, whole grain, low sugar and fat foods while they are at school. It also recognizes that an increasing number of students have food allergies that are quite severe. It is very difficult for our teachers to monitor the ingredients of snacks brought into our school to make sure all kids are safe. Typically, birthday treats are high sugar, high fat foods that aren't good brain foods for learning children. These situations have increased significantly over the past few years.
2. Invitations: We only allow students to hand out birthday party invitations if they are inviting all of the students in the class. We do not allow invitations to be distributed at school when only some of the students are being invited.

We acknowledge all student birthdays at school. Birthdays are announced every morning during daily announcements

and students are invited to the office to receive a special birthday pencil, sticker and acknowledgement by the Principal and office staff.

Cafeteria

- All students have a personal meal account. Students access their account using their six-digit student ID#.
- Putting money on your student's account in advance eliminates the need for your child to remember to bring money to school daily. Having money in their account also helps keep lunch lines moving.
- Send cash or check in any dollar amount to be credited to your child's personal meal account, or go to **MyPaymentsPlus.com** to add money to their account. **MyPaymentsPlus.com** is fast, easy and very convenient to use.
- With **MyPaymentsPlus.com**, you can set up a low-balance email reminder for when your student's account gets below a level you choose. If you prefer, you can set up an auto-refill when your student's account drops to a level you choose. No money is ever charged to your credit card without your approval and there are no transaction fees.
- If using checks, please make payable to: Boulder Valley School District. Write your child's first and last name and student ID# on the check to be sure the money is deposited in the correct account.
- When students bring a lunch from home, they may use their account to purchase milk, juice and side salad bar.
- Please contact the cafeteria or **MyPaymentsPlus.com** as needed to check on your child's account balance before it gets too low.

Cellphones

- Students are allowed to bring cell phones with them to school, but phones must be put away in backpacks and turned off once students reach school grounds. Phones and other electronics can only be used at school with teacher permission. Please know that students must be responsible for their own electronics.
- If your child is not picked up by 2:40 and brought inside by an Emerald employee the office will start calling parents, we will not rely on- 'my mom sent me a text'

Emerald Facebook Page

Stay in touch and see what's happening by becoming a friend of the Emerald Facebook page. Here is the link: <https://www.facebook.com/pages/Emerald-Elementary-School/274443666000479>

Emerald Elementary Homework Guidelines

The purpose of homework is to foster responsibility in students by reinforcing skills and concepts taught at school during the day. In order to be beneficial, we believe that homework should be meaningful to purposes that can be served by independent work. It is extremely important for parents to provide support by giving children time, a place, materials, encouragement, etc. to complete homework. Parents should not complete homework for students. In addition to content homework such as writing, math, etc., we expect all students to read independently (or be read to for beginning readers) for an age appropriate amount of time. As a school community, we strongly discourage families from taking extended vacations or leaves of absence from school. In the event an extended absence cannot be avoided, please be

advised that it is not possible to provide homework in advance for students in these situations. Our homework is developed on a daily basis by our teachers to reinforce daily or weekly lessons and, in turn, we cannot predict what a student will need weeks in advance. It also essential there is two-way communication between parents and teachers regarding homework.

For further clarification or questions about homework, Emerald staff will refer to BVSD Board of Education Policy IKB.

Pets on School Grounds

As the weather gets milder we are noticing more people bringing dogs to school when dropping off and picking up students. We want to remind you to please leave pets at home. Dogs are not allowed on school grounds during school hours (including Dragon School). We have many students with pet allergies and others who are afraid of dogs. We appreciate your cooperation.

Student Expectations and School-Wide Rules

- FIRE – Focus, Integrity, Respect, and Empathy guide how we as Emerald Dragons behave (see FIRE matrix that we send home at the beginning of each school year)
- Follow “B.E.S.T.” :
- Body Language (sit up, head up, feet and chairs on the floor)
- Eyes (eyes on the action – teacher, whiteboard, document camera, etc.)
- Speak (respond to questions, speak in class, use an appropriate voice, and participate)
- Tone (use appropriate tone and facial expressions at school)
- Come to school in the morning “calm, cool, ready for school”
- **Be on time to school**
- When in our hallways, stay in line, voices off, facing forward, hands to self – “when I am in line, it’s quiet time”
- Candy, gum and toys are not allowed
- Always walk inside of the building
- Bikes and scooters may be ridden to school, but students must dismount on school grounds – bikes and scooters should be locked up on the bike rack. Skateboards are not allowed as they cannot be locked up.
- Dogs are not allowed on school grounds.
- Always be safe.
- Students are allowed to bring cell phones with them to school, but phones must be put away in backpacks and turned off once students reach school grounds. Phones and other electronics can only be used at school with teacher permission. Please know that students must be responsible for their own electronics.
- Families and students should make arrangements for after school transportation and activities at home before school whenever possible. We only allow students to call home in rare circumstances.
- Students must obey the teachers and other staff who supervise recess and lunch in the cafeteria. Students must be respectful, calm, and appropriately behaved at recess and lunch.

Student Recognition

We have multiple different ways that we provide students with positive recognition of behavior, academics, citizenship• FIRE Stickers and the FIRE Station – This is our Positive Behavior Support program. FIRE Stickers are given when students demonstrate Focus, Integrity, Respect, and Empathy. The FIRE Station is where students can come trade in the FIRE Stickers for a FIRE necklace and the beads that go on it. FIRE Stickers are recognition of good behavior. FIRED

UP Tickets – The purpose of the FIRED UP program is to acknowledge excellent academic work. The “UP” stands for understanding and performance. FIRED UP tickets have two copies – one is to be brought home to show the family and the other is put into a basket. We draw FIRED UP tickets on Fridays and at FIRED UP Assemblies and students can win a prize of a book of their choosing. FIRED UP Tickets are recognition of excellent academic work. Student of Month Awards- These awards are an opportunity for each of the classroom teachers and specials teachers to recognize a student doing a great job. The criteria for Student of the Month are set by each teacher and it changes from month to month. Please know that we value and care about each and every Emerald Dragon even when they aren’t chosen for Student of the Month. One of the reasons that we have some many different ways that we recognize students positively is because we know that not everyone can be Student of the Month or a FIRED UP ticket winner. Student of the Month is for students doing an all-around awesome job on criteria set by each teacher. Citizen of the Month (Sponsored by the Broomfield Crossing Rotary) – The purpose of this award is to recognize an Emerald Dragon for good citizenship. This is a student who demonstrates F.I.R.E. on a daily basis AND helps others to do so as well. A good citizen also gives back to the bigger community selflessly. Citizen of the Month is for a student showing F.I.R.E. all the time and helping others to do so too.

School Supplies

In an attempt to save families money on purchases of school supplies and streamline the process, Emerald will not publish a school supply list. We will request a donation of \$40.00 for each student at the beginning of the year. These donations will be used by teachers to purchase classroom supplies and have them ready for kids on the first day of school. This will save money and time for parents and staff. We have bulk purchasing abilities at Emerald that will allow us to buy in large quantities at a greatly reduced cost than what our families can do on their own. This will also relieve parents of the burden of numerous shopping trips trying to find some of those hard to find school supplies. In addition, it will free up much needed classroom space. Please do not hesitate to contact the office staff at 720-561-8500 if you have any questions regarding our new school supply policy.

School Closure Information

To find out if school is closed due to weather, please check the BVSD website- bvsd.com, or check for school closures on local television stations.

When school is closed due to weather, or for emergency notifications from Emerald, you can receive a text message from BVSD if you set up an account in SchoolMessenger. A tutorial is available on the BVSD website. You must opt in to receive text messages. To sign up, go to <http://www.bvsd.org/parents/Documents/ContactManagerTutorial-Parents.pdf>

Snow Boots at Emerald

Students go out for recess in the winter if the temperature is above 20 degrees and there is no precipitations. If there is snow on the playground students are strongly encouraged to wear snow boots. Younger students in grades K-2 without boots will need to remain on the cleared pavement during recess. Older students in grades 3-5 can play on the playground. Keep in mind that students without boots may end up with cold, wet feet for the remainder of the day. Emerald does not have dry socks and shoes to provide students when they get wet at recess. It is strongly encouraged that students always bring snow boots to school on snowy days.

Technology

1. On the website is the Student Parent Rights and Responsibility Guide which explains to parents that their child(ren) will have Tech Access enabled for the purpose of instruction and in order to comply with state mandated assessments.

- a. If the parents wish to opt-out of Tech Access, they must submit written notification to the school. This opt-out is in effect for only the current school year, and, if desired, must be re-submitted each year to maintain an opt-out status.

Volunteer Information

New BVSD Volunteer Application

All interested Volunteers are encouraged to do their screening at the beginning of the school year to avoid missing out on any function you may be interested in volunteering at.

What's New!:

1. **Volunteers now have the option to fill out BVSD volunteer forms through the [BVSD Webstore!](#)**

You will be able to select from the following options:

- o [BVSD Volunteer Application](#) (all new and returning volunteers must fill this out on an annual basis, free of charge).
- o [CBI Background Check Application](#) (this is a one-time application, the cost is \$40, once that is approved it is valid for the remainder of the volunteer's time at BVSD).
- o [Driver Volunteer Form](#) (an additional form that must be completed annually for volunteers who want to be drivers, free of charge).

1. **Volunteers can pay for their CBI Background check online with a credit card or your bank account information!** You will be prompted to do so when filling out the online application. You can also choose to pay with cash or check when you come in to the [Ed Center](#) for your fingerprinting appointment (see below).

1. **Volunteers can now come to Ed Center to get fingerprinted!** After you have filled out the online [CBI Background Check Application](#), you will receive a confirmation email with instructions on how to schedule an appointment. Applicants without charges on their record, will receive results within **3 business days** if you come to the [Ed Center](#) for fingerprinting!

What stays the same:

1. **The BVSD Paper Volunteer Application will still be available.** We encourage volunteers to fill out the online application, however, we know some families still prefer paper formats. **Please ask for a paper copy of the [volunteer packet](#) at school.** If you want to get your fingerprints taken, but aren't comfortable with filling out the CBI Background Check application online. Follow the directions for [BVSD's Paper Application](#).

1. **TCLogiq is still an option for volunteer background checks.** Volunteers who prefer to do the annual TCLogiq application, will still need to fill out a [BVSD Volunteer Application](#) online or use [BVSD's Paper Application](#). All volunteers who are requesting fee waivers must use the TCLogiq option. (For details, see question 10 in our [FAQs](#))

1. **If volunteers prefer to get their fingerprints done elsewhere, they will still be able to do so.** However, please note that the processing time for fingerprints done elsewhere will continue to be around 4-5 weeks (compared to 3 business days if they get their fingerprints done at the [Ed Center](#)). Volunteers who prefer to get fingerprinted elsewhere, will still need to fill out a [BVSD Volunteer Application](#) online or use [BVSD's Paper Application](#) and send in to the [Ed Center](#) with a check made out to BVSD for \$40

Board policy on which volunteers need background checks (and which don't) remains the same. For more information, visit the [volunteer website](#).

Emerald Website

The new Emerald Website is your one stop to find everything Emerald. The homepage has announcements of current or upcoming events and school news. There are links to connect you to student registration, Annual Data Update, Setting up Parent Portal, volunteer information, School Age Child Care (SAC), Adult Literacy / GED, Summer School, BVSD information and so much more. Access classroom information and links to websites for student learning. It is our hope that parents, students and staff will now have one place to go for the most up to date information for everything Emerald. If you have suggestions for website improvements please email Sara Goldberg at sara.goldberg@bvsd.org or call her at 720-561-8504. Emerald website address: [Emerald Website](#)

