

Family & Student Handbook



Birch Bulldogs

Birch Elementary School

1035 Birch

Broomfield, CO 80020

Phone:303-469-3397

FAX 720-887-3592

WEB: <http://schools.bvsd.org/birch/>

Mission Statement

At Birch, in partnership with students, parents, staff and community, we commit to developing each child as an inspired life-long learner who demonstrates:

- A strong foundation of academic skills
- Respect for self, others and the environment
 - Ethical and social responsibility

We will do this by fostering and celebrating student uniqueness in a safe, nurturing environment.

PRINCIPAL MESSAGE

Throughout the years that Birch Elementary School has served Broomfield it has earned the reputation of being a cohesive neighborhood school that sets high standards for all students. These expectations are evidenced through a comprehensive academic curriculum supported by classroom extensions including field trips, assemblies, programs in fine arts and physical education. This unique combination allows students to learn about their strengths and express themselves through their personal learning style. A unique aspect of Birch is a staff that cares deeply about each child's progress and who join with very active parent volunteers to provide services for families and students. Together, we are committed to discovering and implementing the best practices at Birch. The Birch community is concerned with the overall development of each child which includes academic, social, physical, creative and emotional growth. We hope to see each you of at school this year. Teachers invite you to talk with them sharing insight, questions and concerns about your child's learning. I am also eager to listen to and speak with parents about school issues.

Tracy Stegall.

Principal

ACADEMIC ASSESSMENTS

- The Colorado Student Assessment Program (CSAP) tests measure progress toward content standards in reading and writing (3rd, 4th and 5th), and math (5th). CSAP tests will be administered in February, March and April. The

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results of the 3rd grade CSAP assessments will be distributed before the end of the school year. Fourth and fifth CSAP results are delivered the following fall and discussed during fall parent-teacher conferences. Parents may make an appointment to come in to school and review this data with the principal or teacher in the fall. The School Improvement Team reports collective school data to all school families each year.

- In addition, individual reading assessments are administered during the school year. The results of these assessments are shared with parents during conference periods. These assessments vary from grade to grade and are selected to be developmentally appropriate for individual reading abilities.

ARRIVAL AND DISMISSAL

School Hours

Playground Supervision Begins	8:15
Preschool AM	8:30am-11:15am
Preschool PM	12:15pm-3:00pm
Grades K-5	8:30am-3:00pm
Teachers' Hours	7:45am-3:15pm

Office Hours	8:00am-4:00pm
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Before School:

Children should arrive at the school between 8:15 and 8:30 a.m.; the playground is supervised during this time. Upon arrival at school all students must go to the blacktop area of the playground. If parents are accompanying students until the bell rings, please bring students directly to the playground. If parents are staying at school they enter through the front doors and get a visitor badge at the office desk.

- Parents driving their children should not leave parked cars in the circle drive. Violators may be ticketed. If you need to park your vehicle, please use curbside parking.
- Walking student should use the crosswalk which is monitored by volunteers.
- Students enter the school through exterior classroom doors by the playground.
- All students should line up and come into class with the teacher to hang coats and backpacks. Teachers work very hard to teach students independence and personal responsibility. Please allow students to enter the building on their own to hang coats and begin their day. If you want to visit the class please enter the main doors and check in with the office.
- Students should not enter the school before 8:30 a.m. unless they have specific business approved by teachers or office staff. We need to assure adequate supervision for children at all times. You are welcome to visit classrooms by entering the office area and checking into the building.

After School: Teachers walk class to their dismissal door. Playgrounds are off limits until after 3:15 pm; there is no playground supervision after school. Students who are not picked up by 3:15pm come into the office and parents will be called. The adult must check in with the office and students will then be released. Law enforcement authorities may be contacted for any child who is not picked up by 4:00 p.m. Children cannot be left unattended and unsupervised after office personnel leave. This policy is for the protection of children. **Please make arrangements before students leave home in the morning as well as having an alternate plan in place in case parents cannot pick them up in time. The office may not be able to pass messages at the end of the day.**

Car Riders

Use the crosswalk if meeting a car across Birch or 10th street or stay on the grass near the circle drive while waiting for your

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ride. DO NOT cut between cars to meet your ride.

Walker / Bikers

Students should walk or ride home immediately crossing streets at the crosswalk. Walk scooters, roller blades and bikes until off school grounds.

Early Out

When it is necessary for a child to leave school early, the parent/guardian call or send a note to the office. The name of the person picking up the child must be on the emergency contact card and that person must show a picture ID when signing out the student. Students are excused from the office not from classrooms. When you arrive to pick-up, please come to the office and staff will call your student to the office.

ATTENDANCE AND TARDINESS

Good school attendance is a key element for success. The Birch attendance rates are usually above 97%. We need your support to give your child a quality education.

Absences: *Excused* absences are due to temporary illness, injury and other reasons deemed acceptable by the principal. Unexcused absences include all other absences. **Please call the office at 303-469-3397 by 9am** if your child will not be attending school and provide the specific reason (fever, appointment, etc.) **A message machine is on from 4:00pm to 8:00am.** If a student is absent and we do not receive a call the office will try to contact you to establish your child's safety and verify the absence. Students are responsible for completing missed work upon their return to school.

Tardy: Tardy students must report to the office and may be asked to make up missed school time during recess periods or after school.

Vacations: Effective learning requires good attendance and vacation outside of school time is encouraged; when it is unavoidable parents notify the school as with other absences. We do not pre-arrange homework.

Consequences: *Make-up work:* Students can make up work for all excused absences; students may have one day for each day absent up to 3 days or teacher approval of other timeline. *Excessive tardiness* results in lost learning time and may require a behavior consequence (detention) to make up lost time. If attendance is a concern please work with the teacher and principal to provide support for your student. Attendance is regulated by both school district policy and Colorado law. If your child misses 10 or more days you may receive a written notification of the missing days and possible consequences including initiation of court proceedings to enforce the Colorado School Attendance Law.

ASSEMBLIES

The Birch PTO sponsors our Arts and Humanities Program which provides assemblies for students. In order to get everyone in and out of the gym as quickly as possible, students are expected to sit quietly before and after the assembly.

BIRTHDAY PARTY TREATS

To protect learning time, individual birthdays are not celebrated in classrooms. Birthday party treats or special deliveries for individual students are not allowed in classrooms. If a child receives a birthday delivery the item will be kept in the office until the end of the day when the child can take the item home. Distribution of party invitations is not allowed at school. Student information included in the Birch Student Directory is available to all; other information is considered confidential. Student confidentiality must be respected and confidential information will not be shared

BEHAVIOR

PAWS: Personal Responsibility, Accepting Others, Wise Choice, Safety

PAWS is a Positive Behavior Support program that includes a broad range of systemic & individualized strategies for achieving important social & learning outcomes while preventing challenging behavior of all students.

Please review the entire program description on our website under PAWS.

CLASSROOM CONCERNS

Your child's teacher is the best source of information about individual classroom procedures and your child's academic progress. If you have a question or concern about your child's progress please contact the teacher directly, prior to contacting the principal; By expressing concerns directly to the teacher, we hope to strengthen teacher-parent communication, relationships and understanding about your child's' needs as well as classroom and school procedures.

CHILD CUSTODY

If you have a court order limiting the custody, communication or visitation rights of one parent, please give a copy to the school office. Unless the court order is on file at Birch Elementary School, we must provide equal rights to both parents. Birch does not produce duplicate copies of report cards, newsletters, etc. for families.

CLASS PLACEMENTS AND TEACHER REQUESTS

Appropriate placement into classrooms is an important step in guaranteeing student academic success. An effective process will produce classes of similar size that are balanced with respect to many characteristics that effect educational progress. We will consider academic needs, parent concerns, leadership skills, social and behavioral needs, gender, and special student needs to create equitable groupings. A great deal of planning is given to the development of class lists. Class placements will not be finalized until August. Teacher assignments and changes in enrollment over the summer impact student assignments. If you would like to provide additional information on your child's learning and/or social development needs, please do so in writing to the principal and return it to the school office. Do not send letters directly to classroom teachers. Your written input will be shared with those who generate new class lists. We do not consider parent requests for a specific teacher.

COMMUNICATION

Birch Bark Newsletter: Birch Bark is published bi-monthly. Please feel free to call the office and suggest a topic be included.

Emergency Contact Cards: The contact card is completed each year with updated family contact information. *It is vital to ensure student safety that contact information, such as work and home phone numbers, is kept current.*

Library Agreement, Technology Agreement, Media Release: Each year parents/guardians give the school permission to have students check out materials from the library, use the computer and access the internet and to have pictures taken that may be included in a media release.

Accountability Report Cards: The school and district prepare annual report cards for each school highlighting academic and social achievements for the school. Reports come home with students in December.

School Visits: Parents are always welcome to visit their child's classroom. To ensure instruction is not disrupted, please make prior arrangements with your child's teacher. Teachers may designate specific times for visitation.

Volunteers: All volunteers sign the *Volunteer Confidentiality Form* each year agreeing to keep private any student information obtained while volunteering. Volunteers adhere to the same appropriate dress as professionals and students.

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Report Cards: the elementary academic year is divided into trimesters. Report cards are sent home with students at the end of each trimester.

Parent-Teacher Conferences: These times are for you to discuss your child's progress and needs with teachers. It is helpful to come prepared with a list of specific questions you would like to have addressed. Parents may call their child's teacher anytime to request additional conferences. On occasion a teacher may also call you regarding your child's progress.

Website: Birch's web site has important information including: teacher names, lunch menus, monthly calendar and the current newsletter. The website is <http://schools.bvsd.org/birch/>

DRESS

Students are expected to dress appropriately for all school activities. Dress must not cause disruption of the educational process or class environment or endanger the students or others when participating in activities. All manner of grooming and apparel that may denote membership in an illegal activity or group is not allowed. Cleanliness is expected as a matter of health and welfare. Examples of clothing not permitted:

- Strapless and halter tops, swimsuits, spaghetti straps, exposed under garments, shorts and skirts that do not cover buttocks while sitting or standing, garments with plunging necklines and basketball or muscle shirts without an accompanying T-shirt.
- Accessories or head coverings which identify or are identified with illegal organizations.
- Clothing that portrays racial statements, profane or inflammatory language or sexual depiction or innuendo.
- Accessories that can be used as a weapon such as chains, spiked rings or collars.
- Clothing that advertises or advocates the use of alcohol, illegal substances, sex or tobacco.

Students wearing inappropriate clothing to school are given an opportunity to change clothing or they will be released from school in the company of the parent or guardian.

DRILLS: FIRE and LOCK DOWN and TORNADO

BVSD requires fire, tornado or lockdown drills each year. It is very important to conduct these drills on a monthly basis in order for them to meet their designed purpose; to remind students of proper exiting, train new students throughout the year and to test equipment function. The first fire drill will be held early in the school year and will be announced over the intercom. The second fire drill will be known to teachers, but not to students. The remainder of the fire drills will be unannounced.

FEES

Fees are established according to board policy. Teachers avoid asking parents for money during the year that has not been approved and/or explained to parents at the start of the year. Students may be assessed fees for use of specific equipment, such as music instruments, or participation or attendance at a school-sponsored activity or program not within the academic portion of the educational program. A student or parent may request a waiver from the sponsoring teacher or school principal. Birch fees may include a charge for planners for 3rd, 4th and 5th grade students and K-5 field trip fees Choir and Art Club.

FINES AND CHARGES

A student who causes undue wear or willful damage or loss of any school property is required to pay for it. **Media Materials Loss and Damage Fines.** The student is responsible for the proper care and return of materials. In case of loss or misuse, the responsible student may be required to pay for the loss or damage. Fines will be assessed for loss or misuse of classroom books.

FIELD TRIPS

Field trips are a great way to take the classroom into the community to extend learning. Teachers may use part of their classroom budget to pay for a bus for a field trip. Each grade level takes one or more field trips per year. Teachers send home notes describing the trip ahead of time and request parent permission for the student to participate. The cost of some field trips may be offset by fees charges to students. A student is never eliminated from a field trip based on financial reasons. Frequently, parents are invited to attend the trip as volunteer helpers. Parents who are helping to supervise students may not bring younger children on the trip. For safety reasons, when packing 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. Students are not excused from school when such a situation occurs.

GIFTS from STUDENTS (BOE Policy GCI)

Teachers and other employees of the Board shall not accept gifts from students except as such gifts represent tokens. Even token gift-giving shall be discouraged. The Board considers as more welcome and more appropriate the writing of letters by students to staff members to express gratitude and appreciation.

GROUNDS USE

The school campus includes the playground, gazebo, lawns, parking areas and building. All students-even pre-school age children, need to follow school rules when on campus. Please keep dogs, sleds and skateboards off of school grounds when the school is open (8:00AM-4:00 PM). The gazebo is a wonderful place for parents to visit with each other when picking up or dropping students off at school; however, once students are on campus they should go to the blacktop for supervision.

HEALTH AND MEDICINE

Colorado State law requires that a child must be immunized against diphtheria, pertussis, tetanus, polio, measles and rubella before entering school. Free immunizations are available from Broomfield Health Department. Annual vision and hearing screenings are part of the BVSD Health Program. Parental cooperation is essential when medicine is to be administered to a child during the school day. Medicine must be prescribed by a physician. Prescription drugs must be in the original pharmacy container labeled with the child's name, date, dosage and time to be taken. Students are required to bring all medications they may need to take to the health office. Medicine will be given in the presence of the nurse, health clerk, or office staff. Non-prescription medicine, as well as prescription medications cannot be administered unless the family physician indicates a need and the health office has written directions to do so. Please pick up a form in the health office when any medicine is required.

School personnel, including nurses, may only give first aid. They never diagnose, give medical treatment or prescribe medication. If a child becomes ill at school the parents or guardian will be called to pick up the student. If the office is unable to reach a parent or guardian, the designees on the emergency card will be contacted. The emergency card must have complete information regarding the designee to call in case of an emergency. If a student does not have the needed medication, parents or guardians will be notified and requested to provide medication in a timely fashion.

HOMEWORK POLICY

The homework policy at Birch Elementary is in line with district policy (IKB) which can be viewed on the district web site (<http://www.bvsd.org>). Homework supports student learning and is related to classroom curriculum.

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Approximate time expectations are: K-2 10-30 minutes; 3rd grade 30 minutes; 4th grade 45 minutes; 5th grade 60 minutes

- If students have worked on an assignment for the expected amount of time and are not finished, parents are encouraged to communicate with the teacher to that effect. It is important that homework time be spent in a positive manner and we work with families to evaluate concerns when homework becomes a struggle.
- Teachers communicate homework expectations throughout the school year. In the upper grades, students have a planner for recording assignments; please review it daily. Parents at all grade levels will be informed about grade level expectations through the classroom newsletter. Teachers at each grade level will work together to assign a reasonable amount of homework. Homework assignments will be connected to classroom lessons and generally will not be introducing a new idea or skill. Assignments may vary according to student ability.
- It is helpful if parents can help students structure their time so that homework is done on a consistent basis at a comfortable location in the home. It is also suggested parents have a system in place for students to remember to bring their work in the morning.
- Please contact your student's classroom teacher at any time if you have questions about homework.

INSURANCE COVERAGE

Families who do not have medical or accident insurance are urged to purchase the student insurance coverage offered by the BVSD. Students can be insured for all school related activities during the school day for approximately \$1.00 per year. When accidents happen to students at school, medical assistance is frequently sought. Adequate insurance coverage is highly recommended. Forms are sent home in the opening year packet for parents.

INTERNET AND COMPUTER USE

Students have access to computers in the classroom and in the computer lab. Specific computer skills are taught to each grade level. The Internet is used for research, particularly in the upper level grades. Internet use must occur under the direct visual supervision of a staff member. All students are asked to sign an Internet use form before using the computers to access the Internet. Inappropriate use of the Internet will result in suspension of computer privileges for that student. Forms are sent home in the opening year packet for parents.

INCLEMENT WEATHER

As a general rule, when weather is below 15-20 degrees and/or too wet to be outside an inside recess will be called. Either a sign will be in the front window or a blue flag will be hung below the US flag that will denote inside recess. During inside recess students are supervised in their classrooms and participate in games or activities previously designated by the teacher. During the lunch period, the inclement weather schedule is the same as outside recess. Children will be called to lunch from their areas and should return to their areas when finished with lunch unless otherwise instructed.

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

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LIBRARY

The library is utilized on a regular basis by all students in K-5th grades. We have a fully-automated library system. We appreciate parent volunteers in our library. With the emphasis on integrated curriculum, please consider the library an extension of the classroom. Information skills, which integrate with the curriculum, are cooperatively planned and taught by the Media Specialist and classroom teachers. K – 5 have regularly scheduled library times for planned literature/library experiences. Students are issued their own library card. Usually, K – 1 students check out one book each time they visit the library. Older students may be responsible for several books. Because of the limited number and cost of encyclopedias and dictionaries, these resources are not checked out. As part of our Birch responsibility effort, students assume responsibility for the books they check out – to use and keep them in good condition and return or renew them promptly. At the end of September, overdue lists will be initiated and will be regularly updated. Please help students be responsible.

LOST AND FOUND

All lost and found items that are not claimed are sent to a clothing bank or service agency at the end of each month. Please check for lost items regularly.

LUNCH

A 40 minute lunch period, including a recess, is provided for students each day. Hot lunches are served daily. Milk and juices are sold each day. Prices are included on the monthly menu. A monthly menu is sent home at the first of each month. Students may buy lunch each day or bring money to school to pay for several lunches. Students may bring a lunch from home or purchase a school lunch. Please send a reasonable amount of food for the age of your child. Students are not allowed to share items from their lunch with other children; this ensures that the child eats the lunch intended by his/her parent, and prevents children with food allergies from receiving foods they should not ingest. Checks should be made to Boulder Valley Schools. We debit your child's account when they select a school lunch. If your child is allergic to milk, she/he needs to bring a doctor's written statement to substitute milk for juice. 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 a special form and returning it to the school office. Parents are encouraged to inquire about these guidelines. We encourage parents to join students for lunch. If you will be eating school lunch please call the office before 9:00 am. Lunches are ordered daily from the high school kitchen. We may not be able to offer you a lunch without an advance order.

Cafeteria Procedures

Each class has a basket for lunch bags and class toys and after eating place lunch bags into class baskets to be returned to the class.

Students are discouraged about bringing personal toys to school. Students are expected to:

- Walk single file through lunch line.
- Use inside, soft voices.
- Stay seated until excused by an adult.
- Use manners (do not save seats for others, throw away trash, etc.).
- Exit through the playground door and walk directly to the playground, unless the student has a pass to go to the classrooms.
- Students may use the upstairs bathroom as needed.
- If coats are taken to the lunchroom, students sit on their coat during lunch.

MONEY AND 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 in ink so that if it is lost or misplaced it may be returned to its owner. Students may not bring electronic devices

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(cell phones, iPods, cameras, etc.) to school without prior permission of their teachers. Trading cards of all kinds are not allowed at Birch Elementary School.

NEWSLETTERS AND CLASSROOM FOLDERS

- The school newsletter, The *Birch Bark* will keep parents informed about the school calendar, lunch menus and school programs. The newsletter is sent home to each family. The oldest student carries the newsletter. In addition, teachers send home monthly classroom newsletters.
- Parents are encouraged to send notes to teachers about any concerns they have either with school or at home. 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.
- Parents are always welcome to visit the school to observe our programs. It is requested that parents schedule visits with individual teachers if they have questions about daily classroom routines. Please do not try to have casual chats with a teacher during class time. Parents should keep in mind that during the school day the teacher's primary responsibility is to the entire class and they cannot confer at length about an individual child. Conferences can be arranged before or after school.
- Visitors should always check in at the office when visiting classrooms, the cafeteria and playground. We require that all visitors wear badges handed out in the office, sign the visitor roster, and return the badge before leaving school. Parents are always welcome as classroom visitors or helpers.
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NON DISCRIMINATION POLICY

The Boulder Valley School District does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, sexual orientation, age, disability or religion.

- If you have special needs due to a disability, and wish to request accommodations in order to participate in a school activity, please notify the Principal at least two (2) days in advance of the event so that appropriate arrangements for reasonable accommodations may be made.

PARKING

For everyone's safety, please observe parking rules:

- Observe posted signs.
- Drivers on the street park in designated areas only and in the parking lot in lined spaces only.
- Cars may not be left unattended in the loading zone or circle drive. Violators may be ticketed.
- Children should enter and exit vehicles from the passenger side only on the designated curb area.
- Drivers are firmly cautioned to proceed slowly and with care in the parking lots and driveways.
- Drivers escort their children across parking lots.

PETS

For safety reasons we ask that you not bring your pets to school or have them on school grounds during the school day. Animals of educational interest are allowed in the classroom with prior permission of the classroom teacher and when accompanied by the

owner. Generally, pets are not allowed in the school or on school property. Animals may not be transported on school busses. Unsupervised animals seen on school grounds will be reported to the Animal Control Officer for removal.

PLAYGROUND RULES

A safe playground required cooperation from everyone. The following rules were developed by playground supervisors, teachers, students and parents for the protection of all students. A child who chooses to ignore a playground rule may be subject to ISR or time-out procedures. Please discuss the playground rules with your students on a regular basis.

1. Take good care of our playground equipment. Report any broken equipment to the playground supervisor.
2. Use equipment as it was designed to be used. Procedures for the proper use of each piece of equipment are posted for you to review regularly.
3. Because the playground supervisor is often responsible for the safety of many students playing on the playground at the same time, it is absolutely necessary to obey him/her immediately without discussion.
4. Throw only playground equipment that is made to be thrown. Throwing of other objects may result in I.S.R. (In School Restriction).
5. Contact sports, like tackle football, wrestling, rugby are not appropriate for an elementary school playground and are not allowed. Softball will be played only at the backstop.
6. Students may bring ball to school to use but will need to follow school rules when using them and include all students in games when personal balls are used. Items that are potentially dangerous to self or others, such as knives, pea shooters, water guns, roller skates, skateboards, kites, etc., are not allowed at school.
7. Playing tag on climbing equipment can lead to carelessness and injury. Tag is a game to be played on the ground and is not to be played as a tackle game.
8. Climb and jump only on equipment that is made for climbing or jumping. Benches are used for sitting only.
9. Softball will be played only at the backstop. Hardball is not allowed at school.
10. Sliding on the ice or throwing snowballs is not allowed.
11. Stay on the south or west side of the building unless the playground supervisor gives you special permission to go around the building.
12. Some games need to be played away from other children to keep everyone safe. Tag, Frisbee, touch football and soccer may be played in the field area of the playground.
13. Roller skates, scooters and bikes are not allowed on campus. If you ride them please dismount and walk while on campus. Bikes must be locked outside. Students are encouraged to wear helmets and practice other safety measures.

PTO

All parents are welcome and encouraged to attend monthly PTO meetings generally held on the last monthly Monday at 3:15 pm. Minutes from each meeting are available in the office and/or on the school website.

RECESS

At recess all students will go to the playground. For safety and supervision reasons, students will need a pass from a playground supervisor to leave the playground early or a pass from the classroom teacher to go to the health room, classroom, office rather than the playground. Students may not return to the playground once they leave the playground. Recess is usually outside, please wear appropriate clothes.

REPORT CARDS

Report cards are sent home in November and March and at the end of the school year. Please contact the classroom teacher if you have any comments or concerns regarding the report card. Report cards are not sent home early; if a student is not here on report card day the card may be picked up in the office.

SCHOOL AGE CHILDCARE (SAC)

Birch Elementary offers before and after school childcare in cooperation with Community Schools. For further information or registration please call 303-499-1125, Ext. 238.

SCHOOL CALENDAR

Please mark your calendars at home with the dates for vacations, holidays, and parent teacher conferences. Parents will be reminded through newsletters when parent/teacher conference days and holidays are scheduled. Throughout the school year professional development days are held to promote the professional growth of all teachers within the Boulder Valley School District. Please check the school calendar so that you can make necessary childcare arrangements. You will be reminded of these days in the school newsletter.

SCHOOL CLOSURE INFORMATION

An emergency, such as a snow storm, can close down all or part of the school district. If an early dismissal is called students will be dismissed by the office to parents or guardians.

Inclement weather can result in school closures. Under all but the most extreme conditions, school officials have a responsibility to keep school in session. When the weather is bad, 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 late arrival or absence during these conditions. Occasionally, the weather is severe enough that it is necessary to close schools in all or part of the district. When this occurs, 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 now, since the weather is unpredictable and often we are hit with storms early in the school year. Whenever it is necessary to close schools, the district immediately contacts the radio and TV stations noted below. Notices will also be posted on the Boulder Valley School District web page at <http://www.bvdsd.org> 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.

SCHOOL IMPROVEMENT TEAM

As part of the Colorado's educational accountability program, each school in the district has a School Improvement Team (SIT) composed of parents, teachers and community members. All

parents are invited to join and/or attend any meeting. The team works with the faculty to establish goals for each school year and help the school meet the goals and report progress toward meeting the goals in an annual end of the year report. This team also helps the school prepare for the accreditation process that occurs every five years. The SIT meets monthly each second Tuesday at 3:15.

SCHOOL LOYALTY

Birch's mascot is a bulldog. Our song is entitled; "Birch Bulldog Song" and our colors are royal blue and white. Most students know the song. We believe there is much to be gained from students feeling that they go to a great school. We encourage a sense of pride in students about their school but care is taken in the process not to degrade any other school.

STUDENT COUNCIL

Student Council is run by the students. The Student Council meets regularly at the discretion of the sponsors and is comprised of one representative from each home room at the primary level (K-2) and two representatives from each home room at the intermediate level (3 – 5). When meetings are finished, teachers are asked to provide some time for student council representatives to discuss the meeting with their class members.

STUDENT RECORDS

Please keep the school informed of any changes in health needs, address, home and work phone numbers, and guardianship. Call 303-469-3397 to leave a message updating information.

The cumulative folder is an accumulation of reports kept on each student. It may be viewed by the school staff and parents or guardian in the presence of the school principal or designee. Only appropriate BVSD staff and the child's parents or guardians may see the folder unless it is subpoenaed by the court. Health and discipline records are kept separately from academic records.

STUDENT SUPPLIES

Teachers will update the supply list each year. The list will be posted on the web site and sent home with final report cards.

TELEPHONE

Students using the telephone must obtain permission from the teacher or the office. Student telephone use is limited for emergency use only. Children are not allowed to use the phone to call for lost or forgotten lunch money, homework or to make arrangements for after school play times with friends. We limit phone calls to emergency use only. If they forget or lose lunch money, they will be given a peanut butter sandwich and a carton of milk. The office can become overwhelmed with phone calls from parents wanting to relay messages to children in the middle of the school day.

VISITORS

All visitors and volunteers are required to sign in at the office before going to classrooms. Visitors are given a badge to be worn while on campus, badges are checked in when you sign out at the office. We enjoy having younger brothers and sisters visit the school. When on campus young children need to follow the same rules as students. This is for safety reasons and to enable us to maintain a good learning environment.

VOLUNTEERS

The school encourages parents to volunteer. 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, art room and the health room. For safety reasons, it is difficult to have younger siblings assist with volunteer work during school hours. Volunteers are recruited from parents, grandparents, senior citizen groups, universities, high schools. Volunteers sign a confidentiality agreement in the office prior to working in the school. Volunteers sign into the office upon each visit and wear a school badge. The volunteer program: benefits instructional programs, provides opportunities for community involvement, enhances parent-staff communications.

BIRCH FAMILY AND STUDENT HANDBOOK

Principal	Tracy Stegall
Secretary	Tammie Hill, Anna Moran, Tracy Cannon
Pre-school	Sara Castellano, Lucia Cisneros
Kindergarten	Beth Baldner, Beth Murphy
K-Care	Kristen West, Dora Solano
Grade 1	Carrie De Furio, Jaime Smith, Kim Butler
Grade 2	Leigh Ann Aragon, Chamisa Logemann, Molly Nunnery
Grade 3	Steve Butler, Nancy Lind, Lisa Messineo
Grade 4	Haley Hibbeler/Natalie Haines (first semester), Carl Morreale, Tom Schiola
Grade 5	Kathi Freemann, Jeni McCormick, Suzanne Peters
Resource Room	Becky Van Dyke, Christine Newcomb, Jane Kemmerling
Art Specialist	Lisa Boston
Speech & Lang.	Michelle Blanton
Literacy	Rhonda McCutcheon
General Music	Kim Hohensee, Barb Eberhardt
Instrumental Music	Miguel Ramos, Jim Travis, Mike Jacobetz
Media Specialist	Kevin Minnihan
Physical Education	Jenean Armstrong, Becky Ramsey
Psychologist	Natalia Walsworth
Social Worker	Laura Mooiman
O.T./P.T.	Jill Cox, Nancy Turner
School Nurse	Jill Digregorio
Health Aide	Dorothy Baker
Custodians	Kort Hedges, Denise Schafer, Sabina Agic
Kitchen	Bob Garand, Jody Bigos, Dawn Mielke
Cashier	Kathy Martineau
Paraprofessionals	Chris Bala, Doris Davis, Cindy Dumont, Loretta Frakes, Heather Witbeck, Jamie Penner, MaryKay Wildhorn
SAC Supervisor	Kelly Wilt