



Foothill Elementary Family Handbook 2025-26

ADMINISTRATIVE & OFFICE STAFF

Principal: Dr. Linda Hubbard

Office Manager: Annie Weber

Registrar/Office Support: Frannie Katnik

Attendance/Communication/Office Support: Peggy Pease

Dear Parents and Guardians,

This Family Handbook provides helpful information about our school and will answer many questions for you. Please take some time to read the following reminders and guidelines - we hope you will keep this communication as a resource and refer back to it as needed. We wish you a caring, memorable, and successful experience at Foothill Elementary School.

A handwritten signature in black ink, appearing to read 'Linda Hubbard', with a stylized, cursive script.

Dr. Linda Hubbard

Principal, Foothill Elementary School

(720) 561-5455

FOOTHILL ELEMENTARY MISSION

We are committed to creating an engaging environment that nurtures the whole child. Our interdisciplinary approaches to learning are inquiry-based, student-centered, and collaborative. We challenge all learners through differentiation and measure their success in multiple ways to truly reflect their individual growth and progress.

CORE VALUES

Our core values are **Respect, Responsibility, Kindness and Safety**. Through these values we are able to build a safe and welcoming community, actively manage the school environment, and be proactive rather than reactive. We have developed a recognition plan that acknowledges students for demonstrating positive behavior. It provides positive reinforcement for students, classrooms, and the entire school community. Teaching, modeling, and reinforcing the values of respect, responsibility, kindness, and safety exemplify the core of how we live and learn together at Foothill.

STAYING INFORMED

Visit the FOOTHILL WEBSITE:

We encourage you to bookmark and use the [Foothill Website](#) to find important information about upcoming events, schedules, lunch menu, staff emails, and additional information.

Useful links include:

- [Report a Student's Absence](#)
- [Foothill Calendar](#) for listing of field trips, classroom events, and more
- [Lunch/Recess Schedule](#)
- [Foothill Web Store](#) to make payments for school supplies, field trips, 5th grade events,...
- [Volunteer](#) application form and information
- [Staff Directory](#) with emails and phone numbers
- [BVSD quick links](#) (click the link icon in the upper right-hand corner) for lunch menus, Infinite Campus, transportation info, report absence, and more

Read the Weekly Announcements Every Tuesday

Please take time to read our weekly announcements (sent via email every Tuesday) which include important news, events, and information. **It is our primary source of communication.** In support of our Green Star School, we communicate mainly through email and the [Foothill website](#).

Stay Connected With Foothill's Parent Teacher Organization (PTO)

Visit the [PTO website](#) for current information on activities, volunteer opportunities, and events.

STUDENT ATTENDANCE

School Day Hours:

- **Monday, Tuesday, Thursday, Friday:** 8:35 a.m. to 3:35 p.m.
- **Wednesday:** 9:35 a.m. to 3:35 p.m.
- **Office Hours (M-F):** 8:00 a.m. to 4:00 p.m.

Daily Attendance

If your child will be absent or arriving late:

- Please [report the absence or late arrival](#) online via Infinite Campus OR call the Foothill attendance line at 720-561-2602 by 8:15 a.m. If your student is arriving late, please note that in the comments section online.
- **Always use the portal or attendance line** (do not just notify the classroom teacher).

Protocol for Early Pick-Up

When you're not able to schedule appointments for your student outside of the school day, please prioritize picking them up during their lunch time or before 3:15 p.m. to minimize classroom disruptions. This includes Fridays for weekend travel plans.

Pre-Arranged Absence Form

Parents are required to fill out a [Pre-Arranged Absence Form](#) for any planned absence longer than three (3) consecutive school days and no longer than 10 consecutive school days. The form should be submitted to the office for approval **PRIOR** to the absence. Please complete, sign and return the form to the office or email it to peggy.pease@bvsd.org.

Student Leave of Absence

For pre-arranged absences lasting longer than 10 consecutive school days (such as extended travel), students must take a Leave of Absence **which withdraws students from Foothill and then re-enrolls them upon their return**. Please contact Frannie Katnik at 720-561-2600 or email frances.katnik@bvsd.org for more information.

Withdrawing From Foothill

A parent/guardian is required to fill out a [Notification of Withdrawal Form](#) if their student is leaving Foothill to attend a school outside of the Boulder Valley School District. Please complete this form at least one month prior to withdrawal and email it to frances.katnik@bvsd.org.

Arriving at School

School begins promptly at 8:35 a.m. (9:35 a.m. on Wednesdays).

- Playground supervision begins at 8:20 a.m. each morning (9:25 a.m. on Wednesdays).
- For the safety of your child, please do not allow children to arrive at school prior to 8:20 a.m. (9:25 a.m. on Wednesdays).
- When students arrive in the morning, they should wait outside in their grade level's designated area, dressed appropriately for the weather.
- During severe weather, if it is going to be an inside day, we will place **red flags** around the outside of the building to indicate that students need to come straight into the building as they arrive in the morning.

Bell Schedule

- **Monday, Tuesday, Thursday, Friday:**
 - 8:30 a.m. - 8:35 a.m.:** Soft start time for students to enter the building, connect with teachers and put belongings away
 - 8:35 a.m.:** Final bell rings and school begins
 - 8:35 a.m. - 8:40 a.m.:** Students arriving during this time should **enter through the front door** and go straight to class
 - After 8:40 a.m.:** Students arriving at this time should **enter through the front door**, stop by the office for a tardy slip and will be marked tardy
- **Wednesday:**
 - 9:30 a.m. - 9:35 a.m.:** Soft start time for students to enter the building, connect with teachers and put belongings away
 - 9:35 a.m.:** Final bell rings and school begins
 - 9:35 a.m. - 9:40 a.m.:** Students arriving during this time should **enter through the front door** and go straight to class
 - After 9:40 a.m.:** Students arriving at this time should **enter through the front door**, stop by the office for a tardy slip and will be marked tardy

Tardy Policy

School begins at 8:35 a.m. (9:35 a.m. on Wednesdays)

- Students will be marked tardy beginning at 8:40 a.m. (9:40 a.m. on Wednesdays).
- Being on time to school allows your child to come to school relaxed and ready to learn. Please make arriving on time a priority.
- If you know your child will be late to school, please call the office by 8:15 a.m. so they are not marked absent.

FROM THE OFFICE

General Communication

We value your partnership and want you to know that we are here to help and answer any questions you may have.

- If you have a question about your child's learning or general school day, please contact their teacher via email (listed in our [staff directory](#)).
- If your need is of another nature and you're not sure who to contact, please call our front office team at 720-561-2600, and they will put you in touch with the right person OR email peggy.pease@bvsd.org, frances.katnik@bvsd.org or annie.weber@bvsd.org. *Please allow 24-48 hours for a response.*

Parent Portal and Infinite Campus Account information

- Please set up an [IC Parent Portal account](#). At least one parent/guardian will need this important tool for a variety of actions throughout the school year. Please email frances.katnik@bvsd.org if you need assistance.
- Keep your contact information, emergency contact information, and primary household address information in Infinite Campus current throughout the school year. Please email frances.katnik@bvsd.org for assistance.

Updating Student Information in Infinite Campus

The recent version of Infinite Campus makes it easy for parents/guardians to update important information in their student's account such as email address and phone number changes. To update information, please follow the steps below.

1. Log into the the parent portal
2. Click on "more" to go to the second page
3. On the second page there is information for address, demographic, family, health, etc.
4. Click on any of these items to view - there are also "update" buttons next to every data point to click
5. Please click the update button as needed

Getting a Message to Your Student

If you need to get a message to your student, please email the information directly to your student's teacher (and ask for a confirmation that the message was received and delivered). Please only call the office if it is after 12:00 p.m. OR if you have not received confirmation back from the teacher.

Dropping off Student Items During the School Day

Each day, the office receives many items that need to be delivered to the classrooms. We'd like to ask for your help to minimize these classroom interruptions by:

- Helping your student remember their homework, water bottle, backpack, lunch, PE shoes, etc.
- Checking the forecast and make sure your student has appropriate clothing for all types of weather (we will always have outside recess except in cases of extreme weather)
- Considering whether the item being dropped off is "nice to have" or "need to have" and is worthy of a classroom interruption.

Cold Weather Procedures

- Please make sure your child is dressed appropriately for cold weather.
- Except in cases of extreme weather, **students may not enter the building before the 8:35 a.m. bell (9:35 a.m. on Wednesdays)** and should come to school prepared to go outside for recess.
- 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.
- Outdoor recess will be canceled **only under the following conditions**: sustained/heavy rain, very high winds, extremely cold temperatures (below 20° F with wind-chill) or lightning.
- If it is going to be an inside day, we will place **red flags** around the outside of the building to indicate that students need to come straight into the building as they arrive in the morning. **If the red flags are out, students will proceed to the cafeteria and line up with their class.** Doors to the school will open at 8:15 a.m. (9:15 a.m. on Wednesdays) and teachers will meet their class in the cafeteria at 8:35 a.m. (9:35 a.m. on Wednesdays), when the school day begins.
- **If red flags are not up**, students should remain outside and line up with their class.

Dress Code

Student dress must follow the [BVSD Dress Code Policy](#). Students who are not dressed appropriately will be asked to contact their grownup at home for an appropriate change of clothing.

Mandatory and Allowable Dress:

- Students must wear a top, bottom and footwear while on school premises.
- Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. PE)
- Some courses (i.e. PE) and school-sponsored extracurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)

Non-Allowable Dress:

- Items that expose private parts of the body (genitalia, nipples or buttocks).
- Items with sexually suggestive language or messages.
- Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons, and/or gang affiliation.
- Items that depict hate speech, intimidation or intolerance toward protected groups
- Items that are profane or legally libelous.
- Items that make the student's face unidentifiable (protective masks, clothing/headgear worn for religious and medical purposes are excepted).

Remember to Label Your Student's Belongings

Our lost and found fills up very fast and most items are never claimed. **Please remember to put your student's name on everything they bring to school.** All labeled items are returned to students.

Student Cell Phone/Smartwatch Use at School

- Students are allowed to bring cell phones/smartwatches to school to contact their grownups **before or after school only**. If students need to contact grownups during the school day, they should talk with their teacher and then come to the front office for assistance.
 - **All cell phones, iPhones, smartwatches, and headphones must be kept in backpacks, and on "silent" or "school" mode until the end of the day.**
 - If a student uses a device in class, hallways, cafeteria, or playground during school hours, staff may confiscate it and turn it into the office for safekeeping. The administration will make decisions about the next steps, including how/when a device is given back to the student/family.
- The Hug-n-Go area is strictly a cell phone and electronics "free" zone. Please **turn off your phones and devices when using the Hug-n-Go lane.**

- Parent volunteers and visitors, please silence your phones when in the building and do not text or take phone calls while volunteering or attending school events.

Setting Up a Breakfast/Hot Lunch Account

Note: Thanks to recent Colorado legislation, breakfast and lunch is free to all students through December 2025.

- Although meals are at no cost to students, they will continue to enter their student ID, and optional second entrees can be purchased when available using cash or money in each student's meal account.
- Meal accounts can be set up online through [SchoolCafe](#).
- For more information about meal accounts please visit the [BSVD School Food Project website](#).
- Free and Reduced Lunch applications still need to be completed for those who may qualify for financial assistance with meals and other school fees. ***Even though meals are free, it is still very important that families complete the free and reduced meal application, as it can waive or reduce fees for BVSD childcare, Lifelong Learning classes and impacts important funding for individual schools.***
 - Visit the [Free and Reduced Price Meals website](#) for information on applying for free or reduced meals.

Student Directory

Foothill Elementary uses an online program called **Help At Schools** for our Student Directory that is managed by the Foothill PTO. **To access the directory you must be a registered user.**

How Registration Works:

- Visit: <https://bvsd.helpatschools.com/schools/27/session/new>
- Submit your email under the "I'd like to create an account" section along the left hand side of your screen. **Use the same email address you provided when registering your child at the school.**
- The Help At Schools system emails a confirmation link to you.
- Check your email and click on the confirmation link.
- Follow the brief instructions and you now have an account!
- **Questions:** please visit <https://support.helpatschools.com>

Please Do Not Unsubscribe From BVSD Emails

Once school starts, you will begin to receive many emails from BVSD (Thrive, Lifelong Learning, YMCA, etc.) Please be aware that if you unsubscribe from ANY BVSD email, **it will unsubscribe you from ALL BVSD emails**, including our weekly school announcements and classroom newsletters.

Remember to Lock Bikes/Scooters

We love it when students walk or bike to school. Please remember to lock your child's bike/scooter and do not leave it overnight.

SAFETY

Student Drop Off and Pick Up

Parents, please use the Hug-n-Go lane when dropping off and picking up your children. We will have Foothill staff and students helping with student drop-off in the mornings from 8:20 a.m. to 8:35 a.m. (9:25 a.m. to 9:35 a.m. on Wednesdays) and Foothill staff in the afternoon from 2:35 p.m. to 3:45 p.m. **Please follow all traffic considerations:**

- No U-turns
- Do not block driveways
- No three-point turns in driveways
- No cell phones

Thank you for keeping our drop-off and pick-up procedures running smoothly!

Please “Walk Your Wheels”

Thank you parents and students for riding your bicycles to school.

- When you ride to school using the street, please follow the same rules as if you are driving a car.
- Our volunteers/staff consider you traffic and will not direct your progress (e.g. stop traffic).
- If you choose to enter on the sidewalk, please walk your wheels.
- Once you are on the sidewalk, you must remain walking your wheels and stay off the grass.

School Visitor Policy - State-Issued Photo ID Required

In an ongoing effort to keep our students safe at Foothill, we require the following of all visitors:

- After ringing the doorbell, please continue to stand in front of the camera. We will ask your name and reason for coming to Foothill.
- Upon entering Foothill, **you will be asked to present your ID**, which may be scanned or manually entered into the system. The Raptor system will check our visitors for sex offender status.
- Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.
- If you will be attending a meeting, we ask that you wait in the vestibule until a staff member can escort you to the meeting location.
- Always stop at the front office to **sign in and out** and clearly display your visitor badge.
- Always enter AND exit through the front door.

Volunteering at School Policy

All volunteers who are **not within a line-of-sight of a BVSD employee when working with students (i.e. field trip chaperone) are required to go through a full fingerprinting process and approval PRIOR to volunteering.** Fingerprint approval also covers volunteering in the classroom (no need for additional screening) and is valid for 5 years once approved.

- If you would like to **chaperone on field trips and volunteer in the classroom**, a [CBI fingerprint check](#) is required. We recommended this for all types of volunteering.
- If you would like to volunteer in the classroom (within line-of-sight of BVSD employee), the [Raptor screening](#) must be completed.
- All volunteers must also sign a [BVSD Volunteer Agreement](#). This can be emailed to peggy.pease@bvsd.org or filled out in person at the start of the school year.
- More information can also be found on the [BVSD Volunteers/Visitors Flowchart](#).

Legal Safety Concerns - Protection/Restraining Orders and/or Custody Orders

If you have a restraining order in place to protect your child, please check in at the front office to make sure we have current documentation on file.

Dogs at School

In an effort to respect all families, those who want to walk with the family pet as well as those who are uncomfortable, scared, or allergic, we ask that the following guidelines be followed:

- Please keep dogs away from classroom doors and any areas where students need to cross or are gathering

- Keep all dogs out of the kindergarten playground
- Dogs should always be on a leash **under the control of an adult**; children are not allowed to be in charge of a pet on school grounds
- **Always clean up** after your dog
- Do not leave dogs unattended or tied up outside of the school
- Dogs are **not permitted inside the building** for any reason

FROM THE HEALTH ROOM

BVSD Illness Protocol

Knowing the importance of in-person learning and positive social interactions for our students – our focus in BVSD is on keeping kids in-person, learning, and succeeding.

- Follow [How Sick is Too Sick](#) - CDPHE's Illness Guidelines for students and staff in education and childcare settings.
- The best way to prevent the spread of infection is by **staying home when sick** and through good hand washing.

Allergy Awareness Policy

Due to the number of Foothill students with peanut and/or tree nut allergies, **we ask ALL students school-wide NOT to bring snacks into classrooms containing peanuts and/or tree nuts.**

- Products that have a label that reads "product may contain peanuts or tree nuts" are okay.
- Your child may bring a peanut and/or tree nut product for lunch. Please also instruct your child to not share food with other classmates unless a teacher gives approval to do so. This is a general rule at Foothill that students should follow in the classroom and cafeteria.
- For classroom parties or other occasions where food may be brought into the classroom, we encourage parents to bring pre-packaged items that contain an ingredient label. Please give these items to your child's teacher for distribution.

Medications at School

- If your child requires medication at school, please bring it in as soon as possible along with a [BVSD Medication Administration Authorization](#).
- Remember that students cannot carry any type of medication (including over the counter such as Advil, cough drops, etc.) in their backpack without a signed authorization form.

Help Keep Foothill Healthy

Please remember to keep your student home if s/he: has a fever (100.4 degrees or greater), is vomiting, or has diarrhea. For more information, please read BVSD's guidelines "[How Sick is Too Sick](#)". Let's keep our Foothill Community HEALTHY!