

# STEM LAB SCHOOL

## 2018-2019 Parent Handbook

11700 Irma Drive, Northglenn, CO 80233

[www.stem.adams12.org](http://www.stem.adams12.org)

720.972.3340

Tracy Tellingner – Principal Eyan Shields – Assistant Principal

### IMPORTANT PHONE NUMBERS

School Office	720-972-3340
Attendance	720-972- 6610
BASE	720-972-3377
Fax	720-972-3371

### SCHOOL HOURS

Monday, Tuesday, Thursday, Friday:

Students may enter the building ....	8:00 AM
All Grades K-8 .....	8:10 AM – 3:20 PM

Wednesday Early Release:

Students may enter the building ....	8:00 AM
All Grades K-8.....	8:10 AM –1:50 PM
Office Hours.....	7:40 AM-3:40 PM
BASE-Before School.....	6:30 AM-7:55 AM
BASE-After School.....	3:10 PM-6:00 PM
BASE-Early Release.....	1:40 PM-6:00 PM

## 2018-2019 School Staff

### **Administration:**

Principal – Tracy Tellingier

Assistant Principal – Eyan Shields

### **Office:**

Office Manager – Julie Yamasaki

Registrar – Heather Davis

Secretary – Robin Stull

Health Aide – Jenifer St.Onge

Media Clerk – Indira Douglas

### **Custodians:**

Head Custodian – Jennifer Meir

Custodians – David Shaffer, Deb Middleton

### **Teachers:**

Kindergarten – Teri Crump, Jina Bradford

Grade One – Niki Elick, Alayna Henderson

Grade Two- Jeannine Tennant, Michelle Rooney

Grade Three- Jamie Vanderbeck, Sharon Briggs

Grade Four – Stephanie Basile, Mathis Santella

Grade Five- Kurt Helfrich, Melissa Thieme

### **Middle School Teachers:**

Science -Erin Brabant, Christy Marchand, Jessica Noffsinger

Math – Jon Overboe, Jessica Johnson

Language Arts – Anita David, Aimee Horst

Social Science – Jonathan Brenner

### **Specialists:**

Art – Amber Schlueter

Music – Amanda Smith

Physical Education – Rob Gonci

TOSA's- Becky Muller, Tracey Calderon, Sarah Berger

Engineering/Tech - Kelly Geerdes

ELL Teacher – Yeudi Xiong-Thao

Speech Therapist- Vinita Kokatnur-Lemercier

Learning Specialist- Susan Last, Matt Klaver

Counselor – Dan Wiske

Psychologist – Jennifer Albanes

### **Student Monitors:**

TBD

### **Nutrition Service:**

Jana Levinson, Kathy Seyforth

### **Base Program Director:**

Veronica Lephew

Adams 12 Five Star Schools

Educational Service Center / Centro de Servicios Educativos  
1500 E. 128th Avenue  
Thornton, Colorado 80241

Adams 12 Five Star Schools  
District Policies, Notifications and Information for  
Parents and Students  
About This Document

This document is provided as a resource to parents and students within the Adams 12 Five Star School district. It includes multiple notifications required by district policy, or by state or federal law. Answers to other common questions are also included for your convenience. Please note:

- Much of the information is in summary form.
- Current policies in their entirety, including revisions which may have occurred after publication of this handbook, are available on the district website at [www.adams12.org](http://www.adams12.org).
- Policies may also be reviewed in the administrative office of any district school or by calling the district office at 720-972-4000.
- Policies are subject to change as necessary at any time during the school year.
- Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication.

## **Adams 12 Five Star STEM Lab School**

### Give Students a Compass

*Focus each student's plan of study on achieving the essential learning outcomes and assess progress and connect knowledge with choices and action in school and life to sustain post-secondary workforce readiness (via college or vocation)*

### Teach the Arts of Inquiry and Innovation

*Immerse all students in analysis, discovery, problem solving, communication, and creativity in meaningful content and context*

### Engage the Big Questions

*Teach through the curriculum to far-reaching issues-contemporary and enduring-in science and society, culture and values, global interdependence, the changing economy, and human dignity and freedom*

### Foster Civic, Intercultural, and Ethical Learning

*Emphasize personal and social responsibility in every field of study; emphasis on mutual respect and promoting thoughtfulness and courage*

## **MODEL LAB SCHOOL**

The Adams 12 STEM Lab School will be a learning environment unique in design, a school where K-8 students, staff, and community forge a partnership with higher education and business and industry to create innovative curriculum and opportunities for learning. Classrooms will be observational classrooms and students and staff will be immersed in the teaching and learning cycle as well as becoming STEM demonstration classrooms for professionals locally and nationally showcasing STEM best practice and truly exemplary teaching and learning. All visitors will be required to follow district policy and respect the vision and mission of the STEM Lab School.

## **SUPERVISION OF STUDENTS**

### BEFORE:

Parents are encouraged to have students arrive **no earlier** than 7:55 am for the safety of the students. The school does not provide supervision prior to 7:55 am. Office personnel are not available to babysit children before and after school. Please have a back-up plan worked out ahead of time if you are unable to deliver or pick-up children on time.

**Note: The hug & go lane is NOT for parking/idling; if you need to help child in/out of the car or watch your child enter the building, please park in designated area and use the crosswalk.**

### AFTER:

After school, students must leave the school grounds promptly when school is dismissed unless they are participating in a school sponsored activity or are in BASE. Please provide transportation or utilize the drop-in BASE option for siblings of students participating in after school clubs. Parents and caregivers occasionally run into a problem and are unable to pick their child up at dismissal time, at which time the student will wait in the office. If late pick up occurs more than 2 times in the school year, we will encourage families to enroll in BASE, our office staff leaves at daily at 3:40.

## **STUDENT SAFETY AND EXPECTATIONS**

Please assist the STEM staff in providing for the safety of all students by:

- Calling the school attendance line when your child will be late to school or absent. Please call before 8:00 AM. Parents will be contacted if a student is absent and not excused. Please give the following information when calling the attendance line:
  - Date of absence/tardy
  - Student name and teacher name
  - Who is calling
  - Reason for absence/tardy
- Signing your student out at the office if s/he needs to leave during the school day; authorization to leave school during the day must come from the parent or guardian. Children will not be allowed to walk home alone during the school day. If someone other than the parent or guardian is picking up a student during the school day, the parent/guardian must provide the office staff with the name of the person who is picking up the child. Proper identification will be required before the child is released. If this information is not provided, your child will NOT be released.
- Notifying the school office when you have a change in home, work, or emergency phone numbers.
- Seeing that your child does not arrive at school before 7:55 AM and leaves the school grounds promptly when school is dismissed. **There is NO supervision on school grounds prior to 7:55 a.m. and after 3:30 p.m.**
- Exercising extreme caution when driving near the school when children are present.
- Making sure your children are aware of the following expectations and guidelines:
  - Students are expected to act appropriately in the hallways and school grounds (no running, no yelling, etc.).
  - Students are not permitted in the faculty lounge or workroom without staff supervision or permission.
  - Student cell phones should be turned off and placed in student backpack/locker during the school day unless specifically being used for an academic activity per teacher approval.

- o Cell phones confiscated during the school day can be picked up in the main office at the end of the day.
- o If a student needs to communicate with a family member during the day they should come to the office and request to contact parents. Parents should contact the school office if a message needs to be delivered to their child. Please do not text or call your student's cell phone during the school day.
- o If a student is feeling ill the school health aide will evaluate the student to determine if parents need to be contacted.
- o **Please read the district's Safe Schools Policy 5140 at the back of this book**

### **AFTER SCHOOL POLICY**

1. Students are expected to go directly home after school unless PRIOR arrangements have been made with their parents to stay after school with teachers.
2. **Siblings of students who are attending after school clubs WILL NOT be permitted to remain on school premises. The BASE program offers drop-in option for this purpose.**
3. By board policy, teachers may keep non-bused children up to 15 minutes after school without prior notice. Parents will be notified beforehand when a teacher wishes to keep a child more than 15 minutes.
4. The playground is for STEM Lab School students only during the school day. Students may not play on the playground or equipment before or after school without parent supervision. Students without supervision must leave school grounds immediately following dismissal.
5. **We want to remind you as part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. Please be prepared to present your driver's license or legal identification to check out your child. If your child will be checked out before the end of the school day by someone other than a parent/legal guardian, you must contact the school office, in writing, prior to the child being released with the following information: name of the person authorized to pick up your child, reason, time and whether your child is returning to school that day. Identification will be required from the person authorized to pick up your child. It is important that student information be kept up to date in case we need to contact you in the event of an emergency. You should keep current any information that might better enable the school contact you immediately should the need arise.**

### **ASSIGNMENT OF STUDENTS TO CLASSROOMS**

At STEM, students are not assigned a specific teacher until all factors are considered and teachers have collaborated with each other to make sure the placement is appropriate. We strive to generate balanced, efficient learning environments in which all students have an opportunity to learn.

**STEM Lab will not accept teacher requests from parents.**

This process begins with the value of maintaining diverse classrooms (classrooms that reflect the diversity of

our community and the students we serve). Therefore, the following criteria are used to establish new classrooms:

- gender (boys, girls)
- interpersonal skills (how students interact with peers and adults)
- academic overview in language arts (reading, listening, and writing), the sciences (math, science, social studies), and the arts (art, music, P.E, yourself with these policies referenced in your District 12 Rights and Responsibilities pages under Student Attendance.

### **ATTENDANCE:**

1. It is the parent's responsibility to notify the school attendance line, 720-972-6610 any time a student is absent from school. Please do so by 8:00 a.m. This policy is necessary to account for and ensure the safety and well-being of each student.
2. Parents may excuse up to 5 absences per semester. Any additional absences will require a doctor's note or court documentation to be considered excused. For an attendance rate less than 90% an attendance letter will be sent home every 25 days of school.
3. If attendance becomes excessive, an attendance meeting will be scheduled and a contract may be put in place. Any additional absences after a contract has been established may result in a District referral.
4. The school will follow the same procedures for children who exhibit a pattern of absenteeism (ex., every Friday or excessive tardies).
5. We strongly encourage you to schedule vacations in conjunction with the school calendar. Please be advised that school absences accrued during your vacation time still impact your child's attendance record.
6. When all other measures fail, students may be referred to the district attendance/truancy, or other appropriate agencies.

Students leaving school prior to regular dismissal time must be signed out of the school by a parent or a person authorized by the parent. No students shall leave the school grounds while school is in session unless they are under the supervision of a certified employee of the district or being checked out by their parent or a parent-authorized adult. Check out at the office is required with valid identification. Under no circumstances shall a child be released to an adult who does not first appear in the office. The members of the office staff shall exercise all caution to assure themselves that the student is being released to persons authorized to have custody of the child.

### **MAKEUP WORK**

When your child is absent, he/she will be given any make-up work when he/she returns to school. For each day a child misses school, he/she will have 2 days to complete the missing work. Students who miss school due to a vacation will be given any make-up work when they return to school following the absence. Again, for each day missed, 2 days will be given for completion of homework. This rule does not apply to students who are absent due to an out-of-school suspension.

### **BICYCLES/WALKING POLICY**

All bikes should be locked to the bicycle rack located on the north side of the school. The school does not assume liability for bicycles. Bikes must be walked on and off the school grounds.

We are strongly encouraging students and their families to walk to and from school each day if you are located within the neighborhood. This is an excellent way to get a little exercise and also cut down on the traffic near the school.

Students are to respect the rights and property of all people in the neighborhood. Trespassing and the destruction of property will be reported to the police. Students are to stay on the sidewalks when walking, and ride safely when on bicycles. The district reserves the right to impose school discipline whenever misconduct has an impact on the school or school programs.

### **CLUBS**

There may be after school clubs formed throughout the year to meet the interests of students. Students should listen for announcements about how to join a club.

### **LIBRARY MEDIA CENTER**

As the heart of our learning community, the Library Media Center's (LMC) mission is to ensure that all students are effective users of ideas and information. Our goal is for students, parents and staff to be able to locate information, choose books to read for personal growth and pleasure, work successfully independently and in groups, be responsible users of library materials, and produce quality products from knowledge they acquire. Students, parents, and staff are encouraged to check out books from our collection of books and materials. All library users are expected to pay replacement cost of any lost or damaged items. Please return all Library materials prior to withdrawing from STEM anytime during the school year. Overdue notices are sent home regularly. The loan period for books is 2 weeks.

Parents are invited to volunteer anytime. Early readers are encouraged to check out books every day to take home; research shows that the best readers and writers are students who read, and are read to daily.

### **BEFORE, AFTER, AND SUMMER ENRICHMENT (B.A.S.E.) PROGRAM**

The purpose of the Before, After, and Summer Enrichment (B.A.S.E.) Program is to provide safe, quality, affordable child care in the school setting, whereby each individual child is enriched with various experiences that are conducive to their academic, social, and physical development. These self-supporting programs are offered to all children attending the STEM Lab School. The B.A.S.E. Program offers Before School and After School Programs as well as a Summer Camp. The programs are open Monday through Friday from 6:30 a.m. until 6:00 p.m. for enrolled students.

The B.A.S.E. Programs are licensed by the Colorado Department of Human Services, and adhere strictly to state and school district policies and procedures. Our Programs are offered at a parental tuition fee. The Adams County Department of Social Services may provide financial assistance for those who qualify. For further information please contact the Program Director at 720-972-5615.

### **COLORADO MANDATORY CHILD ABUSE OR NEGLECT REPORT**

By law, any public or private school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

### **CURRICULUM**

The STEM Lab School offers a full range of rigorous educational opportunities in science, technology,



engineering, mathematics, literacy and social studies with full support of music, art and physical education. Problem Based Learning offers connected experiences between the home and school/community. Student skills are developed for social, political and economic participation in a diverse, interdependent and changing world. The goal of STEM's curriculum is to have students learn and master basic skills that are then applied in higher thinking levels through interdisciplinary projects and programs. STEM's foundation is based on the District's Curriculum Framework and State Standards. Teachers provide students with many opportunities that meet or challenge their individual abilities. Below is information that further explains the curriculum.

Benefits of the STEM Lab School:

- Science, engineering and technology each school day in addition to the other core content areas of literacy, mathematics and social studies
- Interdisciplinary instruction with real world application
- High academic and behavior standards
- Problem Based Learning
- Field and research experiences
- Partnerships with business, industry and higher education

#### Curriculum Framework

This is a guide that identifies standards, significant learnings, proficiencies and content approved by the School Board.

#### State Standards

District 12's curriculum framework aligns with the State Standards. The standards tell what a student needs to know, and is measured by indicators of performance. Indicators of performance are tests, tasks, and products that show what has been learned.

### **DETAINMENT AFTER SCHOOL**

Students are requested to go directly home after school unless detained by a teacher. Teachers may detain students not riding a bus for up to 15 minutes at the end of the day without parent notification. Any longer detention will require a call to parents.

### **LOCKER POLICY**

Lockers are the property of STEM Lab School and may be inspected by school officials without prior consent. STEM is not responsible for lost or stolen items. Students will be assigned an individual hall locker. **Students are responsible for items in their lockers and must not give their combination to other students.**

Students will lose locker privileges if:

- They fix (jam) their locker so they do not need to use the combination to open it.
- They use a locker not officially assigned to them
- They damage their locker by applying stickers that will not come off, writing on or scratching the locker, etc.
- They damage or interfere with someone else's locker.
- They allow others to use their locker.

### **DISCIPLINE – STEM'S PHILOSOPHY**

All rules and subsequent disciplinary actions are for the purpose of allowing the teacher to teach and the students to learn in a positive environment with as few interruptions as possible and/or for the safety of all

students.

Each student shall be responsible for their conduct. Where such conduct causes loss or damage to school district property, the school district may seek recovery from the student and/or the parents or guardians. Where such conduct causes damages to/or loss of property to others with the resulting impact on the school or school programs, the school district may pursue appropriate disciplinary action.

1. Fighting, cursing, pushing, putting hands on or otherwise interfering with the wellbeing of others is not permitted.
2. Cigarettes, alcohol, gangs, drug items or paraphernalia, knives, guns, gun shells or any other sharp or dangerous objects are forbidden on school premises and may result in immediate suspension.
3. Students will respect classroom and school rules.

STEM's teachers and staff will try various interventions before a student is sent to the office. However, if the staff member feels the situation is critical or if the safety and/or welfare of others is in danger, a student will be immediately referred to the office. Below is a range of consequences for a child being referred to the office:

- Sent to office and parents notified
- Call parents from office
- Student written letter of apology and/or explanation
- Loss of privileges (i.e., assembly, activity, field trips, etc.)
- Work Detail
- Student put on behavior contract
- Parent Meeting
- Parent attend school – ½ day
- Parent attend school – all day
- In school suspension
- Out of school suspension
- Conflict mediation with all students involved

When a child is referred to the office, every effort is made to help the child(ren) to work through the problem and develop good problem solving skills and learn to look at a problem from both sides.

### **Student Accountability and Parent Support**

As a staff, we feel that we need to put great emphasis on teaching students about school expectations, rewarding positive behaviors, and providing consequences that would help remind students about their inappropriate behaviors. Generally, most students will receive a verbal warning reminding them to stop a particular action. However, if a student's inappropriate behavior continues or leads to hurting another student, the student will receive a Disciplinary Referral from the supervising adult (write-up).

Individual classroom teachers have their own system of recognizing students for positive behavior. These individual policies will be explained at the beginning of each school year.

### **EXCUSED FROM P.E. AND SIMILAR ACTIVITY PROGRAMS**

The physical education program and recess activities have many educational, healthful and social values. Therefore, the Health Services Department recommends that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely do so. Written requests to keep children from participating in P.E. will be honored for one day. A doctor's note is required if additional days are needed.

## **EXTRACURRICULAR ACTIVITIES & ADDITIONAL PROGRAMS**

Some of the extracurricular activities we may offer are Student Leadership Club, tutoring, Open Art Studio, after school sports, yearbook, and musicals.

Students who participate in extracurricular activities, i.e., athletics, are subject to all Board Policies and Procedures which address student discipline and rules of conduct.

Students who participate in extracurricular activities must follow all district and school policies.

Schools and/or activities may adopt additional disciplinary measures and rules of conduct that they deem appropriate, given the nature of the activity, i.e., Student Leadership Club.

Participation in an extracurricular activity is a privilege, not a right. If a student is absent all day due to illness he/she may not participate in extracurricular activities that day or evening, i.e., choir rehearsals, choir programs, after school sports etc.

Questions concerning any program can be directed to your child's teacher, the teacher supervising the club/activity or the office.

## **FIELD TRIP GUIDELINES**

All district rules and procedures will be followed according to board policy and volunteers will be required to be familiar with these guidelines. Teachers will select volunteers on an equitable basis, dispersing the opportunity among as many parents as possible. Volunteers are responsible for the safety of all children assigned to their group. Only registered STEM students, in that particular grade level, will be allowed to attend the field trip. All students attending the field trip will be dismissed from school grounds and will not be allowed to leave from the field trip location unless arrangements have been made with the administrator and teacher prior to the day of the field trip. All participants must be back to the bus at the designated time so that buses can return on schedule. Younger siblings may not attend with a parent who is supervising a group of children from the school. Parents are expected to follow the Safe Schools Policy for dress when serving as a representative of the school on a field trip. Parent volunteers are expected to follow the district's Tobacco Policy (code: 4145.3) which states that tobacco products are prohibited at any school-sponsored event or activity. This policy applies to all students, employees, and members of the public.

All student fee payments are recommended to be paid online using the PayForIt online payment system. Click the PayForIt image on our website, <http://stem.adams12.org/>.

## **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Each room is equipped with instructions for procedures to follow during fire or tornado drills. During these drills the students should follow the directions given by the teacher and behave in an orderly manner. The teacher is responsible for giving complete directions to be followed during these drills.

### **GIFTED/TALENTED**

At STEM Lab School, we view all of our students as gifted and talented! Each student has unique strengths and we intend to build on those strengths in every classroom. Using assessment data and other criteria, teachers will identify areas of strength and areas for growth for each student. Instructional plans will be created to meet the varying needs of students.

Students will receive extension/enrichment opportunities within each grade level, based on their specific needs. Our goal is to enhance student learning and strengthen students' understanding of concepts in all content areas, but especially in areas where students have shown significant strengths. Students performing two years above grade level may be formally tested to determine their level of gifted ability. Students meeting the criteria for G/T designation as determined by the district will have an individualized learning plan created by the classroom teacher, with input from the G/T coordinator, parents, and the student.

### **HOLIDAY ACTIVITIES & BIRTHDAY CELEBRATIONS**

During the school year we may incorporate some of our teaching activities with the holidays (i.e., Halloween, Thanksgiving etc.). If you and your family have some philosophical/religious reason why you would like your child not to participate in these activities, please feel free to contact your child's teacher prior to the event. The teacher will make every attempt to provide an alternative activity for your child. Also, regarding veneration of the United States flag, if you have philosophical reasons and prefers that your child not participate, please notify the teacher.

At STEM Lab we strive to help our students make healthy lifestyle choices. STEM Lab follows a plan of healthier birthday initiative. Instead of birthday snacks like cupcakes and doughnuts, we are offering students an opportunity to choose an item/activity from a menu of other special birthday options. These may include: reading your favorite book to the class, having 10 minutes of extra recess, doing a special craft with the class, or sharing a healthy snack. We recognize the significance of a child's birthday, birthday celebrations at school may impact 15 minutes or less of instructional time. Parents must work with the classroom teacher to determine how their child will celebrate their special day. Per the Superintendent Wellness Policy, any food or drink items brought into the school need to meet the school's wellness policies.

### **HOMEWORK**

Homework assignments are left to the discretion of the classroom teacher and in accordance with district policy.

### **INSERVICE DAY/EARLY RELEASE DAYS**

A school calendar day that is used as a workshop day for teachers. Teachers are involved in training, planning or updating professional skills. On each Wednesday, students are released at 1:50. Teachers are involved in several staff development activities.

### **INTERVENTION and STUDENT SUPPORT**

STEM is developing a new format to address students' academic challenges. Regardless of format,

assessment data is used to determine any students who may need additional instruction outside of the regular classroom. Students may work outside of the regular classroom in small groups with staff that is trained to provide instruction in Reading, Writing, Math, and English as a Second Language. Students needing additional instruction outside of the regular classroom will be monitored on a regular basis to track achievement progress. Students making adequate progress will return to the regular classroom and receive instructional support within the classroom as necessary. STEM supports the state's model of RTI.

Colorado Definition of RtI: Response to Intervention is a framework that promotes a well-integrated system connecting general, compensatory, gifted, and special education in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. The Colorado RtI Framework has evolved as we learn from implementation. There are no lines separating the tiers because we know that movement between tiers should be fluid; there are no "hoops" for children to jump through in order to receive more or less intensive interventions. The "flywheel" of the multi-tiered model is the Problem-Solving process. This process is how decisions are made regarding intensity and type of intervention students need. Our RtI framework is surrounded by "Family and Community" to illustrate the understanding that the education of the child goes beyond the walls of our schools into the homes and communities of our students and to emphasize the importance of partnerships with family and community to support student success.

### **Infinite Campus Portal User Information**

The Infinite Campus parent/student portal is an essential tool that STEM Lab recommends all parents utilize. The portal will provide access to current information on attendance, schedule and grades. For first-time portal access, a username and password must be created. Open an internet browser and enter the Adams 12 webpage – [www.adams12.org](http://www.adams12.org). Scroll down the page and locate the "Infinite Campus Student/Parent Portal" icon on the right. Click on the icon and the Campus Portal Login screen will appear. Contact the STEM office 720.972.3340 to obtain your child's student id number.

## **KINDERGARTEN ENTRANCE REQUIREMENTS**

Any child who is five years of age on or before October 1 is eligible to enter kindergarten. It is necessary that you bring your child's birth certificate, social security number, immunization record and proof of residence at the time of registration. Children who do not meet this age requirement will not be permitted to enroll in kindergarten later in the school year even if they have partially completed a kindergarten program in a private school or in another school district per Superintendent Policy 5112.3.

## **LOST AND FOUND**

A lost and found box is maintained outside the cafeteria. Articles of clothing, lunch boxes and miscellaneous items should be placed in the lost and found box. All valuable items should be turned in to the office. Money that is found will be kept in the office for 1 week. If the money is not claimed, the finder may claim it. All children's clothing should be marked for easy identification in the event of loss. Parents are encouraged to frequently check the lost and found box for their child's belongings. All unclaimed articles are given to charity at the end of each semester.

## **LUNCH PROGRAM**

- Lunches may be purchased on a daily, weekly or monthly basis.
- It is suggested that children, particularly the younger ones, carry their lunch money in a sealed envelope with their name and address written plainly on the outside.
- Politeness and good manners will be stressed at all times as part of our program. Students are to enter and leave the cafeteria quietly. The lunch line must be orderly – shoving, pushing and saving spaces are not permitted.

## **PARENT AND VISITOR CHECK-IN**

Any parent or visitor entering STEM Lab School must sign in at the office counter. This is required by Colorado State Statute. Please also wear a visitor badge in a visible location on your clothing. For the protection of all students and staff, you will be asked to return to the office if you are not signed in and wearing a badge. Parents wishing to see staff members are asked to make arrangements with the teacher ahead of time. Parents should not interrupt instruction to ask about their child's individual progress. We ask that when you enter the school you use the guidelines outlined in the safe school policy section of your handbook. When entering the school please turn off all cell phones, and do not use inappropriate language for a school setting. We want to give your child the best possible education by ensuring that all who do business with the school respect the integrity of the school instructional day. Parents wishing to meet personally with a building administrator should call the office and make an appointment.

## **PARENTS AS PARTNERS**

### **VOLUNTEERING AT STEM LAB SCHOOL**

#### **PARENT RESPONSIBILITIES**

The following guidelines should be considered when volunteering time to help.

- Regular attendance is important in most situations. If you cannot make your commitment for a particular week, please let the teacher know.

- Be ready to start at the agreed time.
- If you have plans to terminate, please let the teacher know as soon as possible.
- Dress appropriately.
- Use wholesome language while on the school property.
- Expect to stay busy during your scheduled time.
- Communicate effectively.

Nothing will defeat a program more than inappropriate comments concerning a child, teacher, or a policy you have observed at the school. Many times, a situation will be judged out of context; you may not know what has preceded or what follows an event. You must realize that you are not there all the time to know what has set the pattern for certain events and consequently will not be able to judge the situation fairly. If there is something you feel you cannot overlook - see the principal. Do not discuss the matter with your friends or neighbors. You are in a professional situation and must guide your actions accordingly.

### STAFF RESPONSIBILITIES

The staff at STEM feels that they have the following responsibilities to our volunteers.

- Be prepared to give the parent a specific task(s) during the time allotted.
- Be willing to think through a project so parents will know exactly what to do.
- If a task is complex, have written directions.
- Supply parents with the proper equipment and/or materials to complete the task.
- Use common terminology rather than technical terms.
- Refrain from discussing students, parents, and staff unless the information is essential to the task.
- Talk to the parents about the quality of their work.
- Communicate effectively.

The educational climate at STEM encourages parents as partners. This provides an opportunity for parents and teachers to work together to help the students succeed. This support can be given during school, after school and at home. The type of help varies from teacher to teacher.

### **PARENT/GUARDIAN CONCERNS**

There are several options for parents to address concerns. These include: a phone call, note or letter sent to the classroom teacher or administrator. Concerns about a specific individual are always best addressed by calling and making an appointment with the principal after first trying to resolve the issue with the specific individual. Concerns are addressed in a professional and timely manner with all of the appropriate personnel. Every effort is made to be certain that no inappropriate repercussions result for the school personnel, the parent/guardian or the student.

### **PARENT/TEACHER ORGANIZATION**

The PTO is the official voice of STEM's parents and community. Its' purpose is to truly forge a partnership between the STEM Lab School and its community. It serves as a two-way communication between school and community. Membership is open to parents of STEM students and citizens of the school community. This committee works cooperatively with the school in matters related to educational needs, school activities, and other concerns of the community. They meet every other month in the evening. Dates and times are announced in the parent newsletter and school website. Within the PTO, there will be numerous opportunities to volunteer and get involved.

### **PARKING**

Please use caution and obey all traffic rules and speed limits when driving in the school zone. Please park in

designated visitor parking spots around the school. We want our students to arrive and leave school safely! Please model appropriate driving behavior and be courteous of the crossing guards who are assisting in our efforts to keep our students safe.

## **RECESS**

Indoor recess will be held if:

- Snow, rain, sleet or hail is falling
- Lightning is occurring
- Temperature with wind-chill is 20 degrees or less
- Playground conditions are poor (mud, snow, ice, or standing water)

Students should come to school prepared to go outside for recess. Written requests to keep children inside will be honored for one day. A doctor's note is required if additional days are needed. During the colder months, they should bring:

- Warm coats
- Mittens or gloves
- Hat
- Boots

## **STUDENT PROGRESS**

Communication between parents and teachers is a key to success at school. Parent-Teacher Conferences are held two times a year; fall and spring. Conferences allow parents and teachers to help the child in the identified academic and/or behavioral areas. We look forward to visiting with each of our families at these times.

### Assessments and Testing

As part of our commitment at STEM to continuous academic progress, students are assessed three times per year in reading, language use, and math. This year we are using the computer based Measures of Academic Progress (MAP) test. This assessment is used to help us plan for instruction and to meet the needs of each individual student. Reading assessments are given to measure students' instructional and independent reading levels. Building-wide writing assessments give teachers the information about students' skill levels in writing and assist in planning areas of emphasis needed to improve student writing. Math assessments are also given building-wide.

### Colorado Measures of Academic Success (CMAS/PARCC)

The following state assessments are given each spring:

- Grade 3: reading, writing and math
- Grade 4: reading, writing and math (social studies every three years)
- Grade 5: reading, writing, math and science
- Grade 6: reading, writing and math
- Grade 7: reading, writing and math (social studies every three years)
- Grade 8: reading, writing, math and science

*Information regarding when student testing will occur and when reports will be given to parents will be shared in our school newsletters.*



## **Grading**

Stem Lab will be utilizing standards-based grading where teachers report scores based on a student's academic achievement in relation to the state standards. The purpose is to increase student achievement by clearly communicating student's progress toward learning outcomes in a timely, accurate, fair and specific manner.

For standards-based grading information, please go [www.adams12.org](http://www.adams12.org) – parents – student learning – standards-based grading.

### **NO RETALIATION AGAINST PARENTS WHO VOICE CONCERNS**

When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child's teacher or school administrator when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the student. The staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solutions.

### **SCHOOL ACCOUNTABILITY TEAM**

The School Accountability Teams are made up of parents, community and staff. The team plans, implements, monitors and evaluates STEM's School Improvement priorities. Through the work of this team, school progress and student progress are measured. Please contact Administration if you are interested in participation.

### **SCHOOL CLOSURE INFORMATION**

Information on emergency school closures is available on the district website at [www.adams12.org](http://www.adams12.org), local television stations 2, 4, 7 and 9 as well as radio stations KHOW, KOA, KOSI, KYGO; listen for announcements concerning ADAMS 12 FIVE STAR SCHOOLS, not STEM Lab School. Rarely, because of severe weather or civil defense warnings, it may be necessary for school district officials to dismiss the students before the end of the school day. If early release is necessary, the student will be dismissed only after parent contact has been made. Adams 12 Five Star Schools will be instituting a new 2 hour delayed start beginning in the 2017-18 school year. Information regarding scheduling will be available on the school website.

### **STUDENT TELEPHONE POLICY**

Students are called out of the classroom to take telephone calls only on an emergency basis! STEM's office staff will deliver messages to students. Please assist us by making arrangements for after-school pickup and day-care prior to your child leaving for school in the morning. **Students will not be permitted to use cell phones to place calls or text during the instructional day;** breach of this rule will result in cell phone being confiscated and held in the office until parent is notified.

### **TECHNOLOGY EDUCATIONAL INTERNET ACCESS**

STEM students in grades K-8 have the opportunity to become licensed to access educational resources.

Internet access packets are distributed to students in September.

### STUDENT LICENSE

Students must be individually licensed before they can access Internet educational resources. Students can become licensed for Internet use by returning the district contract document. Middle school students, please refer to netbook contract.

### NO-USE REQUEST

Parents that do not wish their children to have access to educational resources on the Internet may indicate this preference by adding a check mark and signature on the NO-USE section of the cover letter. Please return the entire document to the classroom teacher. Non licensed students will not have access to Internet resources

### STUDENT INTERNET ACCESS

Students that hold an Internet License will have opportunities for supervised access to educational resources on the internet via classroom and Technology Lab computers. Student Internet training will be provided by the STEM Technology Teacher. Student access will be limited to searching for, viewing, and retrieving educational materials.

Internet Access is a privilege. Students are required to follow District 12 policies and STEM procedures for acceptable use.

### **TOYS, PERSONAL DEVICES ETC.**

Rollerblades, scooters, Heelys (shoes with wheels that retract), bicycle, and skateboard use is not allowed on the STEM campus. All electronic devices including, but not limited to, iPods, iPads, Kindles, Nooks and handheld devices, should not be brought to school. Recess items/and personal toys should not be brought to schools. This is inclusive of fidget toys. Unless a student has a documented need for a fidget through a 504 Plan or an Individualized Education Plan (IEP), the fidget must remain at home. The school will not be responsible for lost or stolen items.

### **TRAFFIC SAFETY**

STEM Lab would like your support in addressing the safety problems and traffic congestion around the school. To increase the safety of our students please follow these guidelines when dropping off and picking up students:

- Please follow STEM map, which can be found on the STEM website, for pick up and drop off locations.
- Keep crosswalks clear at all times and do not stop, park, or drop off children in a crosswalk lane.
- Always yield to children, adults, and crossing guards in the crosswalk.
- Please use designated crosswalks at all times.
- Obey all traffic signs and drive slowly around the school zone.
- Utilize side streets to enter and exit the school campus.
- Do not make U-Turns on Phillips Street.

### **TREATMENT OF STUDENTS, THEIR FAMILIES AND COMMUNITY MEMBERS**

#### SAFE AND EQUITABLE FACILITIES

Our first concern at Adams 12 Five Star School District centers on the safety and security of our students, their

families, and staff members. Therefore, our school facilities are operated within standards of safety and security and in accordance with Board of Education policies, and they are available on an equal basis for all. Utilization of the facilities by community members or groups can be arranged through the Department of Community Usage.

### BUILDING OPERATIONS

Effective resolution of complaints, concerns and grievances. We value two-way communication with our parents. We want our parents to feel comfortable with bringing concerns about their child's education to the attention of teachers and administrators at STEM.

We all agree, the sooner a concern is dealt with, the better the chances are for a successful resolution. For classroom concerns, your child's teacher is the first source for finding a solution. If a resolution isn't reached between parent and teacher, the next step is to talk to an administrator. The principal at STEM should be the last level of resolution before moving to the district office.

At the district level, executive directors in Learning Services are assigned individual schools within Adams 12 Five Star Schools. If a resolution has not been reached at the school level, the appropriate district administrator is the next resource.

While there's no guarantee that all concerns will be successfully resolved, the Five Star District and STEM remain committed to maintaining an environment that listens to parent concerns and responds to them. The Five Star District and STEM stand committed to meeting the needs of all our students and families. The district and this school have a policy of nondiscrimination/harassment in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability.

You can and should expect STEM's policies, programs and activities to foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard and to be acknowledged. All students and parents will be treated equally without regard to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability.

We all recognize that students who feel safe and welcome are more likely to excel academically, socially and emotionally.

### BEING HEARD BY THE BOARD OF EDUCATION

If parents have followed the district and STEM's process for resolving concerns and haven't arrived at an agreeable solution, students and parents can be heard by the Adams 12 Five Star Schools Board of Education.

The Five Star District and STEM's procedures for resolving issues should be exhausted before presenting the concern to the Board of Education. If an issue goes before the board, the board members will determine if board policy has been violated to the student's or parent's detriment.

### **WITHDRAWALS**

Parents must notify the school at least two days in advance of a student withdrawal, stating where the parents are moving and the address of the new school. ALL library books, textbooks and other school materials must be returned.

### **Student Dress Code (Supt. Policy 5060)**

In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines as identified in Superintendent Policy 5060.

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
2. shirts must cover the shoulders;
3. all attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
4. shorts and skirts must be fingertip length when arms are resting at sides;
5. shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

1. Spaghetti straps, tank tops (with straps less than 1 inch wide) and halter tops;
2. transparent/mesh clothing;
3. make-up that makes a student unidentifiable;
4. exposed undergarments;
5. pajamas and house slippers;
6. shirts with revealing necklines or armholes;
7. shirts hanging longer than the fingertips when arms are fully extended;
8. sunglasses (prohibited indoors);
9. gloves (prohibited indoors);
10. hairnets, bandanas, and du-rags;
11. caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
12. clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
13. clothing or accessories with sexually suggestive language or messages;
14. clothing or accessories that promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);

Please consult the District Code of Conduct and Notifications booklet for further District policy: [Code of Conduct](#)



Adams 12 Five Star Schools



# Play it safe

## Keep pets away from school

Along with our parents, our school staff wants to help ensure our students have a safe, caring and healthy environment in which to learn. In working to achieve that, we ask members of our school community not to bring pets on school grounds. Pets pose health and safety concerns.

While a pet is familiar with its owner's family, it may act differently around an unfamiliar group of students at school. If a pet becomes startled and acts aggressively, we're concerned one of our students may be injured.

We know our parents care for the welfare and safety of all our students. That's why we ask parents to leave their pet in the car when picking up their child. If you walk your dog to school to pick up your child, please have your child meet you at a place off school property and away from other children.

In some instances, strangers use pets to lure children. If students know not to expect pets on school grounds, they'll be less apt to approach strangers with pets.

### Pets tend to:

- Act differently around crowds (may bite, jump on people, scratch, bark)
- Attract children (too many children may frighten the pet and cause it to bite)
- Scare some children
- Pose health concerns for those with allergies
- Act differently around other pets
- Go after scents like baby formula
- Go to the bathroom where children play, posing a health risk

*For more information, refer to our school's Parent/Student Handbook.*

**Note:** This request does not apply to trained service dogs. They're working dogs, and you'll see them helping those with special needs.