



2021-2022

Student and Parent

Handbook

9450 Pecos Street
Thornton, Colorado 80260

<https://stemlaunch.adams12.org>

Main Office- 720-972-5120
Attendance- 720-972-5158

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 8:00 a.m. - 4:00 p.m.): 720-972-5120

Fax Line: 720-972-6062

Attendance Line (available 24 hours a day): 720-972-5158

*Please call before 8 a.m. if your student will be absent or tardy.

BASE Program: 720-972-7054

Cafeteria: 720-972-5152

Library: 720-972-5148

Health Office: 720-972-5130

School Hours

Adult supervision begins at 8:00 am. No students allowed in the building before 8:00 am

Office Hours: 7:50 to 3:50; Wednesday 7:50 to 1:50

Student entrance time: 8:00 am Tardy Bell 8:15 am

School Start Time: 8:15 am

School Dismissal Time (Monday, Tuesday, Thursday, Friday):

*3:20 for K-5

*3:25 for Middle School

*Wednesday (Early Release) Dismissal:

*1:50 for K-5

*1:55 pm for Middle School

If you arrive after 8:15 a.m., you are considered tardy.

Delayed Start for K-8 on M,T,TH, F: 10:15 am (end times remain the same)

Delayed Start for K-8 on Wed-Early Release: Canceled – No School

STEM Launch Supervision of Students and Late Pick Up

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 8:00 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 10 minutes. If pick up is made prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child.

After school, parents or guardians should be on campus by 3:25 Monday, Tuesday, Thursday and Friday or 1:55 on Wednesdays. Students must leave school grounds promptly when school is dismissed unless they are in BASE. We recognize that parents and caregivers occasionally run into a problem and are unable to pick up their child at dismissal time, at which time the student will wait in the office. If late pick up (later than 3:35 M, T, Th, F or later than 2:05 on W) occurs

more than two times in the school year, we will encourage families to enroll in BASE. Please check emergency contact numbers in Infinite Campus and add additional support if possible to avoid late pick up in the future.

Breakfast is served daily from 8:00 a.m. to 8:15 a.m. Breakfast students can enter the lower doors on the west side of the school at 8:00 a.m.

B.A.S.E. HOURS

Before School 6:30 am – 8:05 am

After School (M, T, Th, F) 3:25 pm – 6:00 pm

After School (W) 1:55 pm – 6:00 pm

Delayed Start 8:30 am

Middle School Bell Schedules

Monday, Tuesday, Thursday, Friday:

6th Grade	7th Grade	8th Grade
Period 1 (elective): 8:15-9:00	Period 1: 8:15-9:11	Period 1: 8:15-9:11
Period 2 (elective): 9:03-9:48	Period 2: 9:14-10:10	Period 2: 9:14-10:10
Period 3: 9:51-10:47	Period 3: 10:13-11:09	Period 3: 10:13-11:09
Period 4: 10:50-11:46	Period 4 (elective): 11:12-11:57	Period 4: 11:12-12:08
Period 5: 11:49-12:45	Period 5 (elective): 12:00-12:45	Lunch/Recess: 12:11-12:51
Lunch/Recess: 12:48-1:28	Lunch/Recess: 12:48-1:28	Period 5: 12:54-1:49
Period 6: 1:31-2:27	Period 6: 1:31-2:27	Period 6 (elective): 1:52-2:37
Period 7: 2:30-3:25	Period 7: 2:30-3:25	Period 7 (elective): 2:40-3:25

Wednesday:

6th Grade	7th Grade	8th Grade
Period 1 (elective): 8:15-8:50	Period 1: 8:15-8:50	Period 1 (elective): 8:15-8:50
Period 2 (elective): 8:53-9:28	Period 2: 8:53-9:28	Period 2 (elective): 8:53-9:28
Advisory: 9:31-10:06	Period 3: 9:31-10:06	Period 3: 9:31-10:06
Period 3: 10:09-10:44	Period 4 (elective): 10:09-10:44	Period 4: 10:09-10:44
Period 4: 10:47-11:22	Period 5 (elective): 10:47-11:22	Period 5: 10:47-11:22
Period 5: 11:25-12:00	Period 6 11:25-12:00	Advisory: 11:25-12:00

Period 6: 12:03-12:39	Advisory: 12:03-12:39	Lunch/Recess: 12:03-12:39
Lunch/Recess: 12:42-1:17	Lunch/Recess: 12:42-1:17	Period 6 (elective): 12:42-1:17
Period 7: 1:20-1:55	Period 7: 1:20-1:55	Period 7 (elective): 1:20-1:55

Delayed Start Bell Schedule

6th Grade	7th Grade	8th Grade
Period 1 (elective): 10:15-10:52	Period 1: 10:15-10:52	Period 1: 10:15-10:52
Period 2 (elective): 10:55-11:32	Period 2: 10:55-11:32	Period 2: 10:55-11:32
Period 3: 11:35-12:12	Period 3: 11:35-12:12	Period 3: 11:35-12:12
Period 4: 12:15-12:52	Period 4 (elective): 12:15-12:52	Lunch: 12:15-12:45
Lunch: 12:55-1:25	Lunch: 12:55-1:25	Period 4: 12:48-1:25
Period 5: 1:28-2:05	Period 5 (elective): 1:28-2:05	Period 5: 1:28-2:05
Period 6: 2:08-2:45	Period 6: 2:08-2:45	Period 6 (elective): 2:08-2:45
Period 7: 2:48-3:25	Period 7: 2:48-3:25	Period 7 (elective): 2:48-3:25

Lunch and Recess Times

Monday, Tuesday, Thursday, Friday:

Grade	Recess	Lunch
Kindergarten	10:30-10:45	10:45-11:15
1	11:15-11:30	11:30-12:00
2	11:30-11:45	11:45-12:15
3	11:00-11:15	11:15-11:45
4	11:45-12:00	12:00-12:30
5	10:45-11:00	11:00-11:30
6	12:45-1:00	1:00-1:25
7	1:10-1:25	12:45-1:10
8	12:11-12:25	12:25-12:51

Wednesday:

Grade	Recess	Lunch
Kindergarten	10:30-10:45	10:45-11:15
1	11:15-11:30	11:30-12:00
2	11:30-11:45	11:45-12:15
3	11:00-11:15	11:15-11:45
4	11:45-12:00	12:00-12:30
5	10:45-11:00	11:00-11:30
6	12:42-12:52	12:52-1:17
7	1:07-1:17	12:42-1:07
8	12:03-12:14	12:14-12:39

School Calendar for 2021-2022 – IMPORTANT DATES

The following lists some important dates. Throughout the year, there will be many additions to our calendar. Please visit our website for a current list of events. <https://stemlaunch.adams12.org>

- ❖ August 18, 2021: First day of school
- ❖ August 27: Fall picture day
- ❖ September 06: School closed -- Labor Day
- ❖ September 07: No school for students K-5 -- Assessment Day
- ❖ October 07: Fall picture retake day
- ❖ October 13: Regular School day + Parent/Teacher Conferences 3:30-5:30 p.m.
- ❖ October 14: No school for students -- Parent/Teacher Conferences 8:00 a.m. - 8:00 p.m.
- ❖ October 15: No school for students -- Teacher work day
- ❖ November 11: School closed -- Veteran's Day
- ❖ November 22- November 26: School closed -- Thanksgiving break
- ❖ December 17: No school for students -- Teacher work day
- ❖ December 20-31: School closed -- Winter break
- ❖ January 03, 2022: No school for students -- Teacher work day
- ❖ January 17: School closed -- Martin Luther King, Jr Day

- ❖ February 15: Regular School day + Parent/Teacher Conferences 3:30-5:30 p.m.
- ❖ February 16: No school for students -- Parent/Teacher Conferences 8:00 a.m. - 8:00 p.m.
- ❖ February 17: No school for students -- Teacher work day
- ❖ February 18: No school for students -- Teacher work day
- ❖ February 21: School closed -- Presidents Day
- ❖ March 21-25: School closed -- Spring Break
- ❖ March 28: School closed -- Teacher comp day
- ❖ May 06: No school for students K-5 -- Assessment Day
- ❖ May 13: No school for students K-8 -- Teacher work day
- ❖ May 26: Last day of school

STEM Launch Philosophy of Education

Mission Statement

Our mission is to inspire achievement through rigorous, innovative, and authentic experiences. We offer 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.

At STEM Launch, we value Communication, Compassion, Composure, and Contribution.

Communication

At STEM, Communication looks like:

- ❖ Speaking and writing that is open, honest, and constructive
- ❖ Listening and body language that communicates focus on the task and respect to all participants
- ❖ Questioning that seeks to understand and improve

Compassion

At STEM, Compassion looks like:

- ❖ Approaching situations with your brain and heart
- ❖ Responding with perspective-taking, empathy, and the assumption of positive intent
- ❖ Acting and speaking in a way that supports others

Composure

At STEM, Composure looks like:

- ❖ Regulating your words and actions
- ❖ Taking responsibility and ownership
- ❖ Acting in a manner befitting the task

Contribution

At STEM, Contribution looks like:

- ❖ Engaging fully in the task at hand
- ❖ Doing your part
- ❖ Showing pride in yourself, your work, your school, and your community

Admissions/Choice Process

Admissions to Adams 12 are managed by the district's Schools of Choice/Enrollment Office via the Choice Process. The priority consideration round of Choice opens December 1st and runs through January. Please apply for your younger children to attend STEM Launch no later than January 30th. You can apply online at http://www.adams12.org/choice_application or by using a paper application available at any Adams 12 school or the Adams 12 central office (ESC). The application must be turned in to the Schools of Choice/Enrollment Office by the set deadline in order for your younger children to be included in the priority consideration round.

Attendance - Reporting Absences Attendance Line: 720-972-5158

Absences must be reported on the school's attendance line, even if the student's teacher(s) have been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy.

View the Adams 12 Five Star School District Student Attendance Policy [here](#).

Elementary attendance is taken twice a day, first thing in the morning and directly following lunch. Middle school attendance is taken at the beginning of each class period.

Before and After School Enrichment (BASE)

The BASE Program serves elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and there is often a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development. For more information about our school's BASE program, contact our BASE Site Director, Nicole Karey, at 720-972-7054 or <https://stemlaunch.adams12.org/after-school-program>. For more information about the District's BASE programs, please visit the following [link](#).

Bicycles/Skateboards/Scooters

All bikes ridden to school should be locked in the racks on the west side of the school grounds. Bikes should not be locked to trees on or near school property. Scooters and skateboards may be stored in the campus security office. Due to safety concerns, bicycle/scooter riding and skateboarding will be prohibited on school property. The school does not assume liability for bicycles, skateboards or scooters.

Birthdays and Celebrations

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we have implemented a "Non-food birthday treats" policy. Classroom teachers will share their non-food birthday celebration information with parents. We appreciate your support in this matter!

Birthday Invitations

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

Books, Materials and Equipment

All textbooks are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund. School equipment damaged by a student because of carelessness will be paid for at the time it occurs.

Classroom and School Expectations regarding Student Behavior

As a staff, we feel that we need to put great emphasis on teaching students about school expectations, rewarding positive behaviors, and providing consequences to help remind students about their inappropriate behaviors. Please see our Philosophy of Education at the beginning of this handbook for more information, or call our office to speak to an administrator to clarify any questions or concerns.

Individual classroom teachers have their own system of recognizing students for positive behavior. These individual systems will be explained at the beginning of each school year. Please contact your child's teacher for more information or to clarify any questions or concerns.

Co-Curricular Activities and Intramural Sports

In order to ensure a well-rounded education, the school offers a variety of after school enrichment activities for our students. It is proven that those students who participate in co-curricular activities have a better sense of belonging at school and perform at a higher level academically. Watch for information about co-curricular activities and intramural sports in school publications and on our website. <https://stemlaunch.adams12.org/classrooms/49>

Communication

An email will be sent home on most Fridays to remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages. We try to send all communication home in Friday Folders (K-5) each week, but on occasion, it may be necessary to send home other notes and memos. Please check with your child each day to see if there are any additional notes that came home.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- ❖ When requested by their teacher

- ❖ When requested by an administrator
- ❖ When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

Communication with your student's teacher

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- ❖ Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- ❖ You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- ❖ You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

Departure Procedures

Students may only exit via their designated doors. Grade levels will communicate this to students and parents. Students in BASE or extracurricular activities must directly report to BASE or the extracurricular activities. Staff will assist K-2 students. Students and parents are not able to re-enter the building.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after the tardy bell, a parent/guardian must sign them in at the front desk.

Field Trips

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: www.adams12.org. Please note that school is rarely canceled.

Indoor Recess for elementary students will be utilized if:

- ❖ snow, rain or sleet is falling
- ❖ temperature with the wind chill is 20 degrees or less
- ❖ playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.

Lockers

Lockers are school property and may be inspected by school officials without prior consent. The school 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 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.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the main office. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

Nutrition Services

STEM Launch participates in a universal free breakfast program for the school year. The USDA has issued waivers that all students enrolled in Adams 12 for the School Year 2021-2022 will have access to free breakfast and free lunch all year. All students have an option to be served breakfast every morning, free of cost, starting at 8:00 am morning.

Parent Involvement and Engagement

Parent and family involvement are critical to the success of our students and our school. Families can be involved and engaged by reviewing their child's work and assignments, talking with their child about their day and learning, volunteering, attending school events and functions, belonging to PTO, etc. If you are looking for ways to become more involved and engaged, please visit our school website. <https://stemlaunch.adams12.org/atoms-family-resource-center>

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Reporting Student Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal. Please contact our main office at 720-972-5120 if you need help accessing the Infinite Campus Parent Portal.

Safety Information

Arrival and Departure - Staff members are on duty during student arrival times and crossing guards will be posted at crosswalks for 15 minutes before and after school. The school does not provide outside supervision before 8:00 am. When students arrive, they should go directly to their assigned entrance.

At the end of the school day, students must promptly leave the school grounds unless they are participating in a school-sponsored activity or are in the BASE Program. The school playground is for students during the school day. Students may not play on the playground or equipment after school without supervision. Students without supervision must leave school immediately following dismissal.

Student Safety- Please help us keep students safe:

- ❖ Remind your child to use sidewalks and crosswalks.
- ❖ Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- ❖ Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

Reminders for Parents - Please keep the following traffic safety information in mind as you are driving near our school:

- ❖ PLEASE let your child out ONLY at the designated drop-off and pick-up locations.
- ❖ Watch for children running into the street, particularly from between parked cars.
- ❖ Be alert for children at designated school crossings and other crosswalk locations.
- ❖ Obey speed limits, especially school zone speed limits during school hours. Take your time!

- ❖ Do not stop or park on or near crosswalks or other designated “NO PARKING” zones.
- ❖ Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- ❖ Respect the “NO PARKING” and “NO STOPPING OR STANDING” signs. They are there to ensure the safety of your children.
- ❖ Do not make U-turns in school zones or within crosswalks.
- ❖ Consider carpooling to reduce the amount of congestion around the school

School Security - In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ❖ ALL exterior doors will be locked at all times.
- ❖ Please do not open the door or hold the door open for others.
- ❖ In order to enter the building, you will need to press the button located on the brick wall by the main entrance.
- ❖ An office member will release the doors, allowing access to the building.
- ❖ Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- ❖ If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

School Uniforms

Students are required to wear a [school uniform](#) every day. All student uniforms must meet the requirements of the District’s [student dress code policy](#). The uniform will consist of black, tan or khaki-colored pants, shorts, or skirts and a gray, blue, or black shirt with the school logo. In the winter it will be acceptable to wear a white, black, or gray long-sleeved shirt underneath a school shirt. On Fridays, students will be allowed to wear blue jeans with a school shirt. Jeans cannot have holes, rips, or tears.

Uniforms are available to purchase in the main office. If a financial burden prohibits a parent/guardian from purchasing the required uniform for their student, please let us know.

If the student fails to report to school in the required school uniform, parents will be contacted and asked to bring appropriate attire. If the student continues to arrive out of uniform, appropriate disciplinary actions will follow based on District policy. All out-of-uniform days for school events will be communicated home clearly.

Student Records Information

After a student is enrolled, current records must be maintained in case of illness or injury. Please contact our registrar at 720-972-5131 if any contact information changes, including phone numbers or current addresses. **Please notify us immediately if any information changes so that we can reach you in case of an emergency.**

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through

our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time with a teacher, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent coming for lunch) you must call the office ahead of time to let us know.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

"Commonly requested" information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)

- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow District Policy and respond accordingly.

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to resources they can contact for additional support, such as:

The National Suicide Prevention Lifeline
1-800-273-8255 (TALK)
www.suicidepreventionlifeline.org

The Trevor Lifeline
1-866-48-7386
www.thetrevorproject.org

4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or are in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for the students in crisis.
6. For more information, please visit the District's website.