

SILVER CREEK ELEMENTARY SCHOOL



Student and Parent Handbook 2022-2023

Silver Creek Elementary School
15101 Fillmore St., Thornton, CO 80602
Office phone #720-972-3940
Attendance Line: Phone #720-972-3947
Visit our website: [Silver Creek Elementary](#)

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 7:15 a.m. - 3:30 p.m.): 720-972-3940

Fax Line: 720-972-3999

Attendance Line (available 24 hours a day): 720-972-3947

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

BASE Program: 720-972-3986

Cafeteria: 720-972-3987

Library: 720-972-3961

School Hours

Kindergarten – Grade 5

First Bell 7:55 am Tardy Bell 8:05 am

M, T, TH, F: 8:05 am – 3:00 pm

Wednesday (Early Release) 8:05 am – 1:45 pm

Delayed Start 10:05 am (end times remain the same)

Delayed Start (Wed-Early Release) Canceled – No School

If you arrive after 8:05 a.m., you are considered tardy.

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 no later than 3:00pm (1:45pm Wednesdays) at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 7:45 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes. If it is 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 or parent/guardian must contact the office and bring their driver's license to pick up your child.

B.A.S.E. HOURS

Before School 6:30 am – 8:00 am

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

After School (W) 1:45 pm – 6:00 pm

Delayed Start 8:30 am

Attendance - Reporting Absences

Attendance Line: 720-972-3947

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

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 the BASE Site Director at 720-972-3986 or [Before and After School Program | Silver Creek Elementary](#)]. For more information about the District's BASE programs, please visit the following [link](#).

Bicycles and Scooters

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is required to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

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.

Communication

The Oliver Outlook will be sent by email on Monday to remind parents of important information, 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 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 that day.

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. If you email your student's teacher in the evening, you will be contacted the next business day.

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 8:05 a.m., 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. Teachers will select volunteers on an equitable basis, dispersing the opportunity among as many parents as possible. If a parent is not selected for this particular field trip they are asked to NOT show up at the field trip venue. This is very disruptive to the educational nature of the field trip and creates confusion for the teacher and students. Volunteers are responsible for the safety of all children assigned to their group and are responsible for making sure all students get their snacks, drinks and lunches on the field trip.

Only registered Silver Creek 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 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 will be called 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.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the playground doors in the cafeteria. 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.

Parking Lot, Hug and Go and Bus Lane Reminders

Do not stop in the middle of the street to drop off or pick up students.

Morning drop-off procedure:

Hug and Go lane entry in the front of the school:

1. Vehicles using the Hug and Go lane in front of the school will not approach the school using 152nd Avenue. Vehicles will need to travel north on Fillmore Street and turn left into the Hug and Go lane.
2. Once in the Hug and Go lane, vehicles should continue to pull all the way forward and then let the student out of the vehicle.

3. Vehicles entering the parking lot must stay in the designated lane and proceed forward as far as possible.
4. Once vehicles have pulled all the way forward, students should exit the vehicle on the passenger side and approach the main entrance to the building. Vehicles should not stop where it is most convenient for the parent or student. **PULL ALL THE WAY FORWARD.**
5. The Hug and Go lane is not designated for parking or idling and parents should NOT exit the vehicle for any reason.
6. Additional cars will be allowed into the Hug and Go lane as space becomes available.
7. Vehicles leaving the parking lot will not be allowed to turn left onto Fillmore Street. Vehicles will turn right and enter The Haven subdivision as they exit the school parking lot.
8. School doors open at 7:45am and you are welcome to drop off your student at that time. It is highly recommended that you allow enough time to navigate the traffic so your child is on time to school. Students must be in classrooms by 8:05am.
9. **ABSOLUTELY NO PARKING ON 152ND AVENUE. U-turns are not allowed on 152nd Avenue or Fillmore Street. Tickets may be issued for violators.**
10. **Continue to listen to the volunteer crossing guards. They are keeping our students safe!**

Bus Lane Entry:

Bus lane entry in the bus lane of the school in the morning only:

1. Vehicles using 152nd Avenue to approach the school will enter the bus lane AFTER the buses have left the lane.
2. Vehicles will enter the bus lane, go all the way forward and turn around, then let the student out once the vehicle is as far forward as possible.
3. No passing cars during drop off. Cars should remain in a single file line.
4. Vehicles using the bus lane will exit LEFT out of the bus lane.
5. No vehicles will be allowed to turn right of the bus lane.
6. Student using the bus lane will enter the building through the 1st grade flex area or cafeteria doors.

Afternoon pick-up procedures:

1. Arrange for a meeting place with your student(s) before your student leaves for school in the morning.
2. Do not encourage your child to meet you anywhere on 152nd Avenue because there is No Parking permitted. Tickets may be issued for any violations.
3. Do not make any U-turns on 152nd Avenue or anywhere on Fillmore Street.
4. Continue to listen to the volunteer crossing guards. They are keeping our students safe!

The parking lot will be closed each day after school from 3:00 to 3:10 pm (1:45-1:55 pm on Wednesdays). Any cars in the parking lot will not be allowed to exit until after 3:10 pm (1:55 pm on Wednesday).

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 and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Physical Education

Students will be provided opportunities to engage in physical education (P.E.) classes. If a student is unable to participate in P.E., the student must present to the principal or principal's designee a statement from a licensed health care practitioner stating the reason for the student's inability to participate. A licensed health care practitioner means a physician (MD, DO), nurse practitioner or physician assistant who has prescriptive authority and is licensed to practice in Colorado.

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.

Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:45 a.m. and picked up at 3:00 p.m. (1:45 on Wednesdays). Adult supervision is only available 10 minutes before and after these times.

Student Safety- Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the west side of the school.
- Avoid picking up or dropping off student in the parking lots.
- Avoid parking within 15 feet of school 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.

School Security System - 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 left brick pillar before the glass doors.
- 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.

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.

Parents wishing to see staff members are asked to make arrangements with the teacher ahead of time. **Parents should not interrupt instruction or expect to drop in before and/or after school to ask about their child's individual progress. Instead, please respect their time and make an appointment with your child's teacher.** 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 an elementary 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.

Device Checkout: Student Commitments and Expectations

We are excited to offer each Five Star student a device to use this school year. Parents, guardians and students should review the expectations outlined in this document. A Device Checkout form will be sent home with each student. Please sign and return the form as soon as possible.

Expectations for Five Star Students and Families:

- **Ownership:** This equipment belongs to Adams 12 Five Star Schools, which means that you are expected to return the Chromebook and charger in good condition at the end of the school year, or if you transfer to another school or leave the district.
- **Personal devices:** Adams 12 Five Star Schools is not responsible for personally-owned devices per [District Policy 5030](#).
- **Privacy:** Your school has the right to review content on this district-owned device per [District Policy 5035](#).
- **Sharing and Respecting Privacy:** You must respect the privacy of others and not record, photograph, or share personal information about other people unless you have their permission per [District Policy 5030](#).
- **Device Care:** Students are responsible for keeping their device in good working condition to the best of their ability. For more information about care expectations, please visit the district's website, adams12.org.
- **Responsible Use:** You are expected to abide by the Responsible Use Agreement ([District Policy 5035](#)) and any rules set by your school, teacher, or family while using district-managed technology.
- **Restrictions:** The District uses filtering features such as GoGuardian. This extension is installed on all district devices, and filters content that might be inappropriate or harmful. You are expected to abide by the restrictions and filtering on your district Chromebook and not attempt to bypass any limits set by the district, your school, or your family. You are expected to use the district network to access the Internet while on school property.

- **Content:** Students are expected to use their Chromebook for school work, and may be asked to remove any content from the device that is not school-related.
- **Internet Filter:** Adams 12 filters internet content on district-managed devices at all times in a similar way that they would experience at school, even when the computer is being used at home.

Device Support, Replacement and Repair

- **Damaged Devices:** If your Chromebook is damaged, your school will provide a replacement to you as quickly as possible.
- **Lost Devices and Chargers:** If your Chromebook or charger is lost, please check out a new device from your school's library. A charge will be assessed for lost Chromebooks and chargers, per [District Policy 3800](#).
- **Stolen Devices:** If your Chromebook is stolen, file a police report with your local authorities and share the report with [Adams 12 Family Tech Support](#). A charge will not be assessed for stolen devices.
- **Charges for Device Damage:** In the 2021-2022 school year, the district will not charge for damaged devices except in cases of willful, excessive or repeated damage. The district will determine how charges will be assessed in future years based on data gathered during the inaugural year of this program.
- For help troubleshooting a device, you can [send a help request](#) to Adams 12 Family Tech Support.
- **Support:** If you experience any issues while using the device and charger at home, you can [send a help request](#) to Adams 12 Family Tech Support. You can also leave them a voicemail at (720) 972-4118. Because Adams 12 Five Star Schools is the sole owner of the Chromebook, repairs can only be facilitated through district processes.

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