



Student and Parent Handbook 2023-2024

Hunters Glen Elementary School
13222 Corona Street, Thornton, CO 80241
720-972-5440

Attendance Line: 720-972-5458
Visit our website: hunters.adams12.org

SCHOOL INFORMATION

Important Phone Numbers

Main Office:	720-972-5440	7:25 a.m. – 3:25 p.m.
Fax Line:	720-972-5459	
Attendance Line:	720-972-5458	available 24 hours
BASE Program:	720-972-5449	
Cafeteria:	720-972-5451	

School Hours

Kindergarten – Grade 5

First Bell:	7:45 a.m.
Tardy Bell:	7:50 a.m.
Monday-Friday:	7:50 a.m. – 2:35 p.m.
Doors open:	7:40 a.m.
Delayed Start:	8:50 a.m. – 2:35 p.m.

Preschool

Preschool at Hunters Glen is ran by the district preschool department. Please call 720-972-8760 if you have any questions.

Daily: 3 year old A.M. Preschool:	7:50 a.m. – 10:20 a.m.
4 year old A.M. Preschool:	7:50 a.m. – 10:50 a.m.
4 year old P.M. Preschool:	11:35 a.m. – 2:35 p.m.
Delayed Start: No A.M. classes.	
4 year old P.M. Preschool	11:35 a.m-2:35 p.m.

Student Supervision and Breakfast

Staff is present to assist with the supervision of our students starting at 7:40 a.m. Staff will be available to assist with dismissal procedures at the end of each day for 10 minutes.

Breakfast is served in our cafeteria daily from 7:40 a.m.to 7:50 a.m. Breakfast students can enter the doors on the north side of the school.

B.A.S.E. HOURS

Before School:	6:30 a.m. – 7:50 a.m.
After School:	2:35 p.m. – 6:00 p.m.
Delayed Start:	7:30 a.m.

Attendance - Reporting Absences

Attendance Line: 720-972-5459

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 is available 24 hours.

Before and After School Enrichment (BASE)

The BASE Program is designed to provide safe, quality, affordable group care in the school setting; whereby each individual child is enriched with various experiences conducive to their academic, social, and physical development..

The BASE Program serves elementary students beginning at 5 years of age. 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. BASE activities allow students opportunities critical to their social-emotional development. Space is limited and the BASE Program frequently has a list of families waiting for an opportunity to enroll in BASE. For more information about our school's BASE program, contact the BASE Site Director at 720-972-5449 or at hunters.adams12.org/base-program. 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 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

A monthly newsletter will be sent on or before the first of every month that students are in school. The newsletter contains important reminders, updates, and news about upcoming events that you need to be aware of. Please take the time to read it.

Hunters Glen will use the official district messaging system to send out official notifications. Most of the communication will be sent by email, but phone and text messages are also sent out. When you create a parent portal account on Infinite Campus, your primary email and phone numbers are automatically included on our communication list. If you do not receive the school communication, please contact the office for troubleshooting.

Hunters Glen will also send reminders and information out through ClassDojo (your teacher will give you instructions on joining at the beginning of school) or via our Hunters Glen Elementary Facebook Page.

Teachers and the school may also send home notes, picture forms, field trip permission slips, etc. in student folders. Please check with your child each day to see if there are any 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, incoming calls are 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.
- 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.

Additionally, teachers and parents can also communicate via ClassDojo. Information will be sent home at the beginning of the year from your child's teacher on how to join their class.

Early Departure/Late Arrival

We request that you do not pick your students up early unless it is extremely necessary as students are involved in instruction until the end of the school day. **Students may not be dismissed from their classroom until someone has signed the student out.** Students cannot be released to leave school alone.

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. . If someone other than the parent or legal guardian will be picking up your student during the school day, they must be listed on the Student's Authorization Pick Up form which is different from an emergency contact.

Students who arrive to school after 7:50 a.m. will be marked tardy. If your student arrives between 7:50 a.m.-8:00 a.m., they will go directly to the classroom and their teacher will mark them tardy.

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 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 in the hall by the Library after school. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity after each semester.

We highly discourage students from bringing valuables and toys or personal sports equipment 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.

Student Cell Phone Policy

We understand that circumstances may arise which warrant the student use of cell phones while traveling to or from school. The student use or possession of cell phones and/or electronic devices is permitted only under the following guidelines: (per District Policy 5030)

- The cell phone or electronic device is turned “off” and stored in the student’s backpack at all times including recess and field trips unless being used for educational purposes and facilitated by the teacher. The cell phone or electronic device may not be used to create video or audio recordings or take photographs.
- Such devices may not be used in any manner which disrupts the academic environment, or otherwise disrupts any school activities.
- If unique conditions exist which require that a student use such devices, on a temporary basis, outside of these guidelines, a written request needs to be submitted to the principal for review and approval.

Violation of these guidelines will result in appropriate disciplinary action, per District policy.

Under all circumstances, students are personally and solely responsible for the security of their cell phones and/or electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any devices, and will not be responsible for the investigation of such incidents.

Pets on School Property

In an effort to keep our school 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 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.

Drop Off and Pick Up Guidelines

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 2:35 p.m. Adult supervision is only available 10 minutes after dismissal.

Please help us keep students safe

- Drop off and pick up of students is in the Hug and Go lane in front of the building. **There is NO PARKING in the Hug and Go lane.**
- Please have your student walk on the sidewalk and not through the parking lot.
- The gate to the parking lot is closed at 7:40 a.m. and at 2:25 p.m.
- The back parking lot is for school staff only. Students do walk on that driveway, so the gate will be closed during arrival and dismissal.
- If you need to park, please find a space in the surrounding neighborhood and adhere to the City NO PARKING zones.
- At both crosswalks, please stop and yield to any pedestrian who has stepped off the curb, indicating their intent to cross the street.
- Obey the 20 mph speed limit in our school zone.
- **Do not** drop students off in the street. This is not safe and causes traffic delays.
- Students are expected to go directly to and from school. Students should not play on the playground before or after school.

School Security System

In our ongoing efforts to provide the safest and most secure environment for our students, we have added a new secure vestibule at our front entrance. Please follow the procedures listed below to enter the building:

- As you approach the school, the door on your left will be unlocked during school hours.
- If you are coming to volunteer and have had your license scanned, you may enter your information into the computer, and press the doorbell to be admitted to the office. If you have not been to the school or have not had your license scanned, please ring the doorbell. **Please make sure to bring your ID with you.**
- **The doorbell is now located inside the vestibule on the brick wall.**
- An office member will release the door which will allow building access. Please do not hold the door open or open the door for others.
- **If you are dropping off a lunch, homework, etc., please label the item and put it in the secure box next to the computer.**
- BASE program families will go directly to the BASE door on the north side of the building.
- As an added safety precaution and to help avoid distractions during instruction, we do not allow visitors to the classroom, down the hall, or to the restroom. If you would like to meet with your child's teacher or have agreed to volunteer, please make arrangements in advance.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must check in 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 you must call the office ahead of time to let us know.

Medication

If students must take prescription medication during the school day, written instructions and authorization must be provided by the student's physician on the district's medication form. **We cannot give aspirin, Tylenol, medicated lip balm, or other over-the-counter medication, unless prescribed by a physician.** Students may not carry medication, medicated lip balm, etc. All medications must be in the original container, properly labeled with the name of the pharmacy, patient's name, doctor's name, and dosage clearly marked. **ALL MEDICATION MUST BE KEPT IN THE CLINIC.**

Cough drops are no longer considered medication under this policy, and therefore, physician authorization is not required for a student to have them at school. We do, however; request they are kept in the clinic or with the teacher so we can ensure they are used in a safe manner.

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