

# STELLAR ELEMENTARY SCHOOL



## Student and Parent Handbook

Stellar Elementary School  
3901 E. 124th Ave.  
Thornton, CO 80241  
720-972-2340

**Attendance Line:** 720-972-2349

Visit our website: <https://stellar.adams12.org>

## **SCHOOL INFORMATION**

### Important Phone Numbers

Main Office (Hours 7:00 a.m. – 3:30 p.m.): 720-972-2340

Fax Line: 720-972-2399

Attendance Line (available 24 hours a day): 720-972-2349

\*Please call before 7:40 a.m. if your student will be absent or tardy.

BASE Program: 720-972-2351

Cafeteria: 720-972-2350

Library: 720-972-2347

### School Hours

#### Kindergarten – Grade 5

First Bell- 7:45 am Tardy Bell 7:50 am

M-F 7:50am – 2:35pm

Delayed Start 8:50 am (end times remain the same)

If you arrive after 7:50 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 2:35 pm 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 and bring their driver's license to pick up your child.

Breakfast is served in our cafeteria daily from 7:30 a.m. to 7:45 a.m. Breakfast students can enter the BASE doors, on the west side of the building, to the cafeteria at 7:30 a.m.

### B.A.S.E. HOURS

Before School 6:30 am – 7:50 am

After School (M - F) 2:35 pm – 6:00 pm

Delayed Start 7:30 am

### Attendance Policy Attendance Line: 720-972-2349

Attendance is the first step in ensuring academic achievement. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Continuity in the learning process is seriously disrupted by excessive absence. Showing up for class matters. Students cannot benefit from investments in high quality instruction and more

engaging, rigorous curriculum unless they are in class. In most situations, the missed classroom experience cannot be adequately replicated. Students who have good attendance generally achieve higher grades, enjoy school and are college and/or career ready after leaving school.

The following summarizes the district's and the school's expectations pertaining to student attendance. Please be sure to familiarize yourself with District Attendance Policy #5020 located on the [adams12.org](http://adams12.org) website under District/District Policies.

1. It is the parent's responsibility to notify the Stellar Attendance Line prior to the school start time in non-emergency situations and otherwise by 8:30am, 720-972-2349, any time a student is absent from school. This policy is necessary to account for and ensure the safety and well-being of each student.
2. A student may be excused from school up to 10 days per school year (5 per semester) as long as the parent/guardian calls the absence into the Stellar Attendance Line.
3. If, for any reason, a student will miss five (5) days or more consecutively, please contact the Assistant Principal, in addition to the student's teacher, to make the necessary arrangements for their absence.
4. After four (4) unexcused absences, an attendance letter will be sent home. At six (6) unexcused absences, an attendance meeting may be scheduled with parents where parents may be subject to an attendance contract. Ten (10) unexcused absences may result in a district attendance referral.
5. A student will be considered chronically absent if he or she has missed 10% or more of the days enrolled in Stellar during the school year. Chronically absent students include students who are absent for any reason (e.g. illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Chronically absent students are subject to school and district attendance interventions (District Policy 5020).
6. Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.
7. A student that has four (4) unexcused absences in one (1) month or ten (10) unexcused absences in a calendar year is considered habitually truant. If school and/or district intervention efforts fail, sanctions for habitual truancy may include a referral to the Truancy Court of the 17th Judicial District and / or a referral to a social service agency.
8. Attendance is taken at after school activities. If your student is at school, but will not be attending the after school activity they are enrolled in, please call the school.
9. Students who are absent for part or all of a school day may be restricted or prohibited from participation in after school or extra-curricular events on the day of the absence.

## **Definitions of Excused and Unexcused Absences:**

**Excused Absence:** Excused Absences are those absences which have been called into the school by a parent/guardian and / or a signed note from the custodial parent/legal guardian, medical practitioner(s), or other authorized official submitted within two (2) school days of the school day absent. In the case of multiple consecutive absences, the excuse must be submitted within two (2) school days of the last school day absent. Absences beyond five (5) will be considered unexcused unless proper documentation is provided.

**Unexcused Absence:** Unexcused Absences are those which have NOT been called into the school attendance line by the parent/guardian or those which are NOT otherwise excused under District Policy 5020.

**Tardies and Early Departures:** Getting to school on time is a key to your child's success at school and in life. At Stellar Elementary, the learning begins from the moment students walk in the door. Students who are late may miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind in our ambitious curriculum. Late students miss academics, and tardiness in general creates a bad habit. Students arriving to class after school begins will have a yellow tardy pass which indicates the office is aware the student has arrived. Students arriving at 8:50am, or later, will be marked partially absent.

Students leaving school prior to regular dismissal time must be signed out of the school by a parent or a person authorized to pick-up the student 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.** 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. Check out at the office is required. **Under no circumstances shall a child be released to an adult who does not first appear in the office.** We appreciate your cooperation with this practice.

If a student is checked out for lunch they need to be returned within their allotted 40 minute lunch period. If they are later than 40 minutes, they are considered tardy and if more than one hour late, they will be marked absent for a half-day.

**Monthly Recognition:** Classes will be recognized on a monthly basis for their overall attendance percentage for that month. The class with the highest percentage of attendance in both primary and intermediate, will be recognized and will receive a traveling attendance trophy.

**Perfect Attendance Policy for Stellar Elementary Students:** Perfect attendance exists when a student does not miss any school days and has no partial absences (arriving late or leaving early), and no tardies in the school year. Perfect attendance will be celebrated quarterly.

**Makeup Work (District Policy 6281):** When a student has an excused absence, it is the student and parents' responsibility to request and arrange to obtain make-up work no later than the second school day after returning to school from an extended absence. For each day a child misses school, he/she will have the number of days of the excused absence plus one day to complete the missing work.

### **Before and After School Enrichment (BASE)**

The **Before, After School and School Enrichment (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 720-972-2351 or [[Stellar Elementary 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 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.

### **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**

#### **Communication from the school:**

To stay up-to-date with reminders, letters, etc., the school uses School Messenger to send emails, and Sunday Auto-Dialer messages. Additionally, we regularly update Stellar's web page at <http://stellar.adams12.org>, and our Facebook Page at: <https://www.facebook.com/StellarElementary>.

Grade levels and departments maintain websites for their particular area on our main school website. Please check these websites on a regular basis for current, up-to-date information on grade level or department happenings.

Often, important information will be sent home with your child in their classroom communication folder. Check this folder each week for important news from the teacher and the school.

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 to problem solve:**

When conflicts or concerns arise, it can be challenging to maintain a positive relationship throughout the problem solving process. 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.

Stellar 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.

**No retaliation can occur against students or family members who voice concerns or file grievances. Students, families and community members can be heard by the Board of Education when internal procedures have been exhausted.**

**Communication with your student's teacher:**

The staff at Stellar is dedicated to a strong home/school communication essential to our shared responsibility for student success. To that end, we encourage open and frequent communication. Email is the preferred method of communication for ALL staff members and will typically result in a quicker response time.

- Consider your child's teacher as the first line of communication. Your child's teacher knows your child better than anyone in the school and has information regarding what happens during the school day.

- Every teacher sets up an individual system through which they communicate with parents, including take-home folders, student planners, classroom or grade level websites, journals, email and/or voicemail. Your teacher will share this with you at the beginning of the year.
- Being responsive to your needs requires our undivided attention and we value your input. Therefore, please keep in mind that right before school and right after school are very busy times for Stellar staff members and this is not an ideal time for teachers to engage in individualized conversations about students. These types of conversations are necessary and welcomed, but need to be scheduled either with the teacher or with support from the office staff.
- It is a priority for all Stellar staff to try to preserve the integrity of classroom instructional time for all students. Therefore, during instructional time teachers' classroom phones will be forwarded directly to their voicemail, please call the main office for any time sensitive information.

### **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 or parent designee identified on the "Authorized to pick-up" list. 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 7:50 a.m., 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.
- Volunteers/Chaperones must complete the raptor background check. It is recommended to do this prior to the scheduled field trip.
- Younger siblings may not attend the field trip with a parent who is supervising a group of students.
- All students attending the field trip will be dismissed from school grounds and will not be allowed to leave from the field trip unless prior arrangements have been made with the teacher and approved by administrator(s).

### **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](http://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 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.

### **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 healthcare 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's 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 (IC). Student progress will be updated every 6 weeks by the classroom teachers and every 9 weeks by the specials teachers in IC.

### **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 2:35 p.m. Adult supervision is only available 15 minutes before/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 West and North (bus lane) sides of the school.
- Avoid picking up or dropping off students 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 inside the 1<sup>st</sup> set of doors, on the left side of the vestibule area.
- 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.

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 ([Attendance Policy](#))
- 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
- student transportation
- video and audio monitoring
- visitors to schools

### **STUDENT HEALTH INFORMATION**

Information about student health and wellness, including immunizations, health screenings, 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