

SILVER CREEK ELEMENTARY SCHOOL



Student and Parent Handbook 2023-2024

Silver Creek Elementary School
15101 Fillmore Street
Thornton, CO 80602
720-972-3940

Attendance Line:

720-972-3947

School Website:

[Silver Creek Website](#)

SCHOOL INFORMATION

Important Phone Numbers

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

Fax Line: 720-972-3999

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

*Please call before 7:45 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

Breakfast will be served beginning at 7:40 am

First Bell 7:45 am Tardy Bell 7:55 am

M, T, W, TH, F: 7:50 am – 2:35 pm

If you arrive after 7:55 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 2:35pm at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 7:40 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes. If you are picking up 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.

B.A.S.E. HOURS

Before School 6:30 – 7:50 am

After School (M, T, W, Th, F) 2:35 pm – 6:00 pm

Delayed Start 7:30 am

After School

If your child has different after school plans than normal, please send a note to school to give to the front office and the teacher as a safety precaution. If your child plans to ride a bus home with a friend, you must call the bus terminal at 720-972-3700 and send a note to the front office and have it signed by an administrator. The note must then be handed to the bus driver when the child boards the bus.

Teachers may keep non-bused children up to 15 minutes after school without prior notice. Parents will be notified beforehand when a teacher wishes to keep a child more than 15 minutes or if the child rides the bus home.

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.

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 suggest a "Non-food birthday treats" policy. Classroom teachers will share their 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.

Breakfast

Breakfast will be served each morning beginning at 7:40am. Breakfast and lunch will be free for all students for the 2034-24 school year.

Cell Phones

Students may not possess an active cell phone during school hours. If your child has a cell phone, it must remain off and kept in the child's backpack or checked in with their classroom teacher each day. This includes when students enter the building for supervision each morning. Students found with active electronic devices in their possession may have the item picked up by a staff member and possibly sent to the front office for parent pick-up.

Apple Watches or other similar watches are permitted for students as a time keeping device only. If an Apple Watch or other similar watch is being used by a student for a purpose other than time keeping, the watch will be picked up by the teacher and kept until the end of the day, if needed. For chronic abusers, the device will be turned into administration and contact will be made for a parent to pick up the item from the front office.

On CMAS testing days, students are encouraged to leave their cell phones at home. If they choose to bring their phone, they will be required to check it in at the office or with their teacher. Colorado Department of Education mandates that cell phones are not allowed in any testing environment.

Communication

The Oliver Outlook will be sent by email every 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. You will also find information on our social media platforms. All of our social media is used to “celebrate and communicate”.

[Twitter](#)

[Facebook](#)

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.

Dress Code for Students

Hats are permitted in school, but if they become a distraction, students may be asked to remove them.

1.0 Students and their parent(s)/guardian(s) are primarily responsible for determining the student's personal appearance (clothing, hairstyle, jewelry, headgear, book bags, etc.). Schools are responsible for ensuring that a student's personal appearance does not interfere with the health or safety of any student and does not cause disruption to the education process.

2.0 Students are expected to abide by the following general guidelines while on school premises or at school activities:

2.1 Students must wear a top, bottom and footwear;

2.2 Inappropriately sheer, tight, short, or low-cut clothing that bares or exposes traditionally private parts of the body, including but not limited to, the stomach, buttocks, upper thigh, back and breasts is prohibited;

2.3 Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, PE, electives, career & Technical Education (CTE), etc.); and

2.4 Some courses (i.e. science labs, PE, electives, CTE, etc.) and school-sponsored extracurricular activities may require or allow specific attire (safety gear, athletic attire, uniforms, hats, hair tied back, etc.)

3.0 Restrictions upon freedom of student dress will be imposed, at the discretion of school administration, whenever the mode of dress in question is potentially unsafe for the student or others, or is likely to be disruptive or cause interference with the educational environment of the school. As determined by the building principal, individual exceptions may be made for clothing/headgear worn for religious and/or medical purposes. The following items of clothing are specifically prohibited.

3.1 Items worn in a manner that makes a student's face difficult to identify;

3.2 Exposed undergarments;

3.3 Pajamas and house slippers;

3.4 Hoods of sweatshirts or hoodies;

3.5 Sunglasses worn indoors (unless previously approved by the building principal for medical purposes);

3.6 Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;

3.7 Clothing or accessories with sexually suggestive language or messages;

3.8 Clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);

3.9 Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;

3.10 Clothing or accessories that by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence or disruptive behavior as defined in District Policy 5080;

3.11 Trench coats and other like jackets capable of easily concealing weapons;

3.12 Clothing or accessories that cause or are likely to cause disruption of the educational process.

4.0 Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

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. 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 7:55 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.

Parents must sign a permission form for all field trips. Students without a signed permission slip will not be allowed to accompany their class on the field trip. Teachers will select volunteers as chaperones 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 are expected to follow the Safe Schools Policy for dress when serving as a representative of the school on a field trip. Parent volunteers are expected to follow the district's Tobacco, Nicotine and Controlled Substance Delivery Mechanisms (code: 5045) and Tobacco Policy (code: 5050) which states that tobacco products and delivery devices are prohibited at any school-sponsored event or activity. This policy applies to all students, employees, and members of the public. All parents must be checked in through the Raptor System prior to 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: [website](#). 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 by the playground doors. 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.

Lunch

Breakfast and lunch are free for all students for the 2023-24 school year. Appropriate behavior in the cafeteria and classroom are expected. Good table manners and courtesy to others must be practiced by all. The following expectations will be the foundation for all students in the cafeteria:

Respectful Behaviors:

- Use good manners
- Talk quietly

Responsible Behaviors:

- Raise your hand to be dismissed
- Clean up after yourself
- Use time wisely

Safe Behaviors:

- Sit appropriately
- Be calm and in control
- Eat you own food

Silver Stars:

- Grade levels earn Silver Stars for showing expected grade level behavior in the lunch room. Grade levels with the most stars at the end of the week win an extra recess with the administrators

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 7:40am 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 7:55am.
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 2:35 to 2:45 pm. Any cars in the parking lot will not be allowed to exit until after 2:45 pm.

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.

Restorative Practices

Restorative Practices is a philosophical practice, not a curriculum or program. It is rooted in the belief that wrongdoing is best addressed through collectively identifying the harm done by one's actions and taking steps to repair that harm. Restorative Practices focuses on the 5R's: relationship, respect, responsibility, repair and reintegration. Restorative Practices, unlike traditional discipline models, focus on giving both victims and offenders a voice, identify motivation and impact of action, teach alternative behaviors, repair damage done, and build empathy in an authentic way.

Students and staff will engage in community building through restorative dialogue and proactive circles in the classroom setting. Students and staff will also participate in responsive circles or formal conferences if there are conflicts or harm that needs to be repaired.

Restorative Practice has been developed with one specific goal in mind; to support and facilitate the building of healthy relationships through improved communication and personal development. When individuals have positive relationships with others, there is abundant

personal growth, capacity for character building and a high level of achievement in all areas of life.

Our hope is that you will join your child/children in becoming familiar with restorative practices and what it has to offer as we strive to build a stronger and more inclusive school community.

Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:50 a.m. and picked up at 2:35 p.m. 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 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, come through the front door of the school, identify yourself to the office staff and state the reason you are at school.
- 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.** 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.

Device Checkout: Student Commitments and Expectations

We are excited to offer each Five Star student a device to use this school year. As part of the online check-in process, parents, guardians and students should review the expectations outlined in this document and digitally acknowledge that they have read and understand the agreement between Adams 12 Five Star Schools and its students. This agreement helps ensure the highest quality learning opportunities with technology.

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:** Students are expected to use their district-issued Chromebook for all instructional related purposes. 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

- **Chromebook Insurance:** The Adams 12 Device Insurance program is designed to help offset the costs of a lost or damaged Chromebook to families. All students participate in this \$20 Device Insurance program as a part of registration. [For more information about what this insurance covers, please click here.](#)
- **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 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