

# **The Studio School**

## **K-5 MAGNET ELEMENTARY SCHOOL**

*The Studio School where Creative Minds Develop Critical Thinking!*



# **Student and Parent Handbook**

## **2024-2025**

### **Our Mission Statement:**

**To infuse the core curriculum with interdisciplinary arts in order to enrich our understanding of culture, character, and academic excellence.**

The Studio School  
10604 Grant Drive  
720-972-3620

**Attendance Line: 720-972-3632**

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

Dear Families,

The focus of The Studio School is to provide students a rich integrated arts experience. We offer a comprehensive fine arts program in visual arts (2D & 3D), vocal music, drama and movement/dance. We also provide an elective Strings and Instrumental music (percussion, keyboard and guitar) class for grades first through fifth. Our school is made up of extremely talented educators, amazing students, and a supportive parent community. We believe that children develop critical thinking as well as have high engagement with content standards when they have the opportunity to learn through the arts.

The Studio School is focused on meeting the State (Common Core) and District Standards; however, we develop and organize our curriculum differently as we integrate the arts with other content areas. You will be able to experience these curriculum studies through children's performances, classroom activities, thematic/conceptual units and the displays in our school building. We will also be highlighting the work of students via our website and Facebook.

I am thrilled and humbled to be the new principal at The Studio School. I look forward to working with you and I value your feedback. We encourage parents to get involved through the Parent Teacher Organization (PTO) or the School Accountability Committee (SAC). Please feel free at any time to schedule an appointment with your child's classroom teacher or me. We want to support your student's needs and collaborate with you to ensure your child's school experience is the best that it can possibly be.

In partnership,

Kristi Sampson

Principal

Please like [The Studio School Griffins Facebook page](#)



## Arts Integration

The Studio School offers an arts-integrated approach to standards-based learning. Core subject areas are infused with the arts while maintaining high expectations. Students' learning is expanded and enriched through drama, visual arts, music, and dance. The learning environment reflects the latest research linking academic success with the integration of arts concepts and experiences. Prospective students must apply for available spaces.

The staff will develop a portfolio system for keeping and sharing student work, including their artwork. Parents will view portfolios with students at conferences and at the end of the year.



# **SCHOOL INFORMATION**

## Important Phone Numbers

Main Office (Hours 7:15 a.m. - 3:30 p.m.): 720-972-3620

Fax Line: 720-972-3719

Attendance Line (available 24 hours a day): 720-972-3632

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

BASE Program: 720-972-3640

Cafeteria: 720-972-3637

Library: 720-972-3630

Clinic/Health Aide: 720-972-3625

## School Hours

### Kindergarten – Grade 5

First Bell 7:30 am, Tardy Bell 7:50 am

Dismissal – 2:35 pm

Delayed Start 8:50 am (dismissal time remains the same)

Breakfast is served in our cafeteria daily from 7:30 am to 7:45 a.m. Students who eat breakfast will enter through the main entrance.

If your student is not in their classroom by 7:50 a.m., your child will be marked tardy.

Parents will be asked to say goodbye to their students outside, and the students will independently walk to their classroom. This is both for school safety and to establish student independence at school. We will have staff members available to offer assistance for any student who may need help after entering the building.

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 7:30 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.

## Attendance

**Attendance Line: 720-972-3632**

Absences are to 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.

Parents may excuse up to five (5) absences per semester without documentation. Absences beyond five (5) will be considered unexcused unless proper documentation is provided. Review [District Policy 5020](#) for additional information about student attendance.

### **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 720-972-3640. For more information about the District's BASE programs, please visit the [following link](#).

### **BASE HOURS**

Before School 6:30 am – 7:50 am

After School 2:35 pm – 6:00 pm

Delayed Start 7:30 am

### **Free Meals for Students**

Students are able to enjoy a free breakfast and lunch at school. The free meals include one entree, fruit/vegetables and milk. If students want to purchase additional items, they will need money in their lunch account.

### **Snacks and Drinks**

Students are asked to bring snacks from home to eat during the day. We do not allow students to share their snacks with other students. Thank you for helping to support this rule so that we don't have allergy issues or inequitable access to snacks.

To keep our building clean and to focus our instructional time, students will not be allowed to bring any drinks into the classroom other than water. If students come to school with their own breakfast or Starbucks drinks, etc. they will be asked to finish it in the cafeteria before entering the classroom.

### **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. A bike rack is located outside the theater doors.

### **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**

Emails and texts will be sent to remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages. We try to send all communication home in Tuesday Newsday 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, their ringers 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, 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 48 business hours.

### **School Rules**

At The Studio School, we teach and encourage students to make positive choices using our four school rules:

Be Kind, Be Safe, Be Responsible, Be an Engaged Learner

### **Discipline Policies**

The school staff is committed to the philosophy behind Positive Behavior Supports (PBS), which looks at a positive approach to encouraging community and has a focus on prevention and safety by teaching and sustaining good behavior. With the support of this program, we will develop consistent behavior expectations throughout our school in each area of the building (hallway, restrooms, playground, library, and cafeteria).

Our school also uses restorative practices and strategies from Acting Right to teach and support positive student behavior.

### **Student Cell Phones and Smart Watches**

If students bring a cell phone or smartwatch to school it must remain in their backpack during school hours.

### **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 his or her 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.

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](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, and weatherproof footwear.

### **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 that 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 are permitted on school property. We ask that all other pets remain off school grounds during school hours and school events. We appreciate your cooperation with this request.

### **Reporting Student Progress**

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

### **Safety Information**

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:30 a.m. and picked up at 2:35 p.m. Adult supervision is only available before school starting at 7:25 and after school until 2:45pm.

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 do not have to cross traffic other than at the crosswalk. The Hug and Go lane is located in the front of the school.
- 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 wall of the foyer
- 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 driver's 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. In addition, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent coming for lunch) you must call the office ahead of time to let us know.

## **INFORMATION AVAILABLE ON DISTRICT WEBSITE**

### **STUDENT CODE OF CONDUCT**

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

This summary includes information such as:

- Student conduct
- Student attendance
- Cell phones and personal electronics
- District technology and Internet usage
- Student dress code
- Bullying and harassment

## **COMMONLY REQUESTED INFORMATION**

A summary of commonly requested information is available on the [District's website](#).

“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