

SKYVIEW ELEMENTARY SCHOOL

Student and Parent Handbook



Contact Information

5021 E 123rd Ave
Thornton, CO 80241

720-972-5620

Attendance Line: 720-972-5638

Visit our website: Skyview@adams12.org

Important Phone Numbers

Main Office

- Hours 7:30 am - 3:30 pm
- 720-972-5620

Fax Line: 720-972-5639

Attendance Line

- Available 24 hours a day
- 720-972-5638
- *Please call before 8 am if your student will be absent or tardy.*

BASE Program: 720-972- 5637

Cafeteria: 720-972-5632

Library: 720-972- 5631

School Hours

Monday - Friday: 7:50 am – 2:35 pm

- Grades K - 5
- First Bell 7:50 am

- Tardy Bell 7:55 am.
- *If you arrive after 7:55 am, you are considered tardy.*
- *Breakfast is served daily from 7:35 am to 7:50 am.*

Delayed Start

8:50 am (end time remains the same, 2:35)

Mission

To engage and inspire all students to innovate, achieve, and succeed in a safe and supportive environment by ensuring high-quality instruction in every classroom, every day.

Vision

Skyview aspires to develop the whole child: healthy, productive, critical thinkers of the 21st century.

We are committed to our community:

- Providing resources to support the whole child
- Ensuring the home-school connection through regular learning opportunities with both students and parents
- Celebrating student growth and achievement

We are committed to classrooms that:

- Develop critical thinkers through inquiry-based lesson/unit design
- Model healthy living
- Integrate technology as a tool for daily learning
- Ensure high levels of accountability for student growth and attainment of standards

We are committed to working together as a professional learning community to:

- Developing common academic language, rubrics and assessments that ensure rigorous expectations for our students
- Engage in Professional Development to ensure all students meet or exceed state standards through a multi-tiered system of support
- Enjoy our work together and LAUGH, alot!

Arrival and Dismissal

Staff are present to assist with the supervision of our students starting at **7:40 am**.

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 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 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 - Reporting Absences

Attendance Line: 720-972- 5638

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.

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 7:55 am, a parent/guardian must sign them in at the front desk.

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.

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- 5637 or Skyview BASE program. For more information about the District's BASE programs, please [click here](#).

BASE Hours

Before School: 6:30 am – 7:50 am

After School: 2:35 pm – 6:00 pm

Delayed Start: 7:30 am

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. Secure bikes and scooters with a lock to the bike rack. Bicycles and scooters will not be guarded by the school at any time. 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

An email will be sent home on Fridays to remind parents of important dates and events. Please 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 any additional notes came home that day.

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 are not able to answer them 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.

School Supply Lists

Some school supplies are shared within the classroom community. Please provide your classroom teacher with the following materials. Click on the link for the list of supplies.

[English School Supply List 2025-26](#)

[Spanish School Supply List 2025-26](#)

Field Trips

Field trips may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement 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.**

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the main office. 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 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 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 7:40 am and picked up at 2:35 pm.

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 in front 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.
- To enter the building, press the button located on the east wall inside the vestibule.
- An office member will release the doors, allowing access to the building.
- Once inside 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.

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

Personal Technology Devices and Cell Phones

[District Policy 5030](#) states that all students in grades K-8 must have Personal Technology Devices (PTDs) in the off or silent mode and stored out of sight at all times during the school day.

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 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

Family and School Commitments to Excellence

If there is a problem, we look for a solution. If there is a better way, we find it. If a teammate needs help, we give. If we need help, we ask.

Teacher's Commitment

We fully commit to Skyview in the following ways:

- We will always teach in the best way we know how, and we will do whatever it takes for our students to learn.
- We will make ourselves available to students, parents, and address concerns they might have.
- We will protect the safety, interests, and rights of all individuals.

Parents' and Guardians' Commitment

We fully commit to Skyview in the following ways:

- We will ensure our child arrives at Skyview every day by 7:55 a.m. (Monday – Friday).
- We will ensure our child remains at Skyview until 2:35 p.m. (Monday–Friday).
- We will ensure that our child attends school every day.
- If there is a problem with coming to school, we will communicate with the school.
- We will help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This means that we will check our child's homework every night and try to read with him/ her every night.
- We will make ourselves available to our children, the school, and any concerns they might have. This includes carefully reading all the communication the school sends and accepting all phone calls from the school.
- We will ensure our child follows the Adams 12 Code of Conduct.

Student's Commitment

I fully commit to Skyview in the following ways:

- I will arrive at Skyview daily by 7:55 AM (Monday–Friday).
- I will remain at Skyview until 2:35 PM (Monday–Friday).
- I will work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow students and myself to learn. This means that I will complete all my homework every night,
- I will ask my teachers if I need help, and I will ask questions in class if I do not understand something.
- I will tell my teachers the truth and accept responsibility for my actions.
- I will behave to protect the safety, interests, and rights of all individuals in the classroom.
- I will listen to all my Skyview teammates and respect everyone.
- I will follow the Code of Conduct. I am responsible for my own behavior, and I will follow the teachers' directions.