

**North Star
Elementary School
Student and Parent Handbook
2025-2026**



North Star Elementary School

8740 North Star Drive

Main Office: 720-972-5560

Attendance Line: 720-972-5578

Visit our website: [North Star Elementary](#)

From the Principal's Desk...



Hello, North Star family!

My name is Tim Garcia, and I am honored to serve as the principal here at North Star Elementary school! A veteran of the United States Marine Corps, former police officer and chief of police, former high school basketball and football coach, and former health and PE teacher at the elementary school level, I am entering my 21st year in public education and 14th year as an elementary school principal. To say that I am excited for the opportunity to lead North Star Elementary school is an understatement. I have met the staff, our school system leadership, and this summer had the opportunity to meet some of our students, and I have no doubt that we are going to accomplish great things together! As a person, I am called to love, care for, serve, support, value, and protect people; with an emphasis on children and those who are vulnerable. At North Star Elementary school, we will follow the North Star Way, in being safe, respectful, responsible, and walking with integrity and all that we do! We will have very high expectations and consistent accountability, providing each member of our family to be successful in all that we do!

Make today amazing!

Mr. Garcia

School Information

Important Phone Numbers

Main Office (Hours 7:30 a.m. – 3:30 p.m.): 720-972-5560

Fax Line: 720-972-5579

Attendance Line (available 24 hours a day): 720-972-5578

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

PEAK Program: 720-972-8139

Cafeteria: 720-972-5571

School Hours

Kindergarten – Grade 5

First Bell 7:50 a.m. Tardy Bell 7:55 a.m.

Monday - Friday: 7:50 a.m. – 2:35 p.m.

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 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 or other valid ID 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 7:40 a.m. to 8:00 a.m. Students can enter the main front doors at 7:40 a.m.

Delayed Start 8:50 a.m. (end times remain the same).

If you arrive after 7:55 a.m., you are considered tardy.

Preschool

Tuesday - Friday: AM: 7:40 a.m. – 10:40 a.m. PM: 11:35 a.m. – 2:35 p.m.

No Preschool on Mondays.

PEAK HOURS

Monday - Thursday: 2:35 p.m. – 5:30 p.m.

The PEAK Director will send out information and an enrollment packet to students who are referred to the program by their classroom teacher.

Attendance - Reporting Absences

Attendance Line: 720-972-5578

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.

Drop off and Pick up Guidelines

Traffic in and around North Star is very congested. Getting our children to and from school safely is our primary goal. It is important for everyone to follow these rules and drive with extreme caution

while near the school zone. Also, please be respectful to our neighbors by not blocking their driveways.

1. The morning and afternoon drop off spots are different.
2. For morning drop off, parents in cars should drop students off at the crosswalk by the front entrance and pull forward. There is no parking in the Hug & Go Zone. The parking lot is closed to all cars. Families who walk to school should drop off their children by the front doors.
3. For afternoon pick up, the parking lot gate is closed to all cars unless you have a handicapped sticker. Parents with cars must park in the neighborhood. School buses pull in and wait in the bus lane for students. After buses leave, the parking lot gate is opened and parents can pick up students from the bus lane.
4. If you are on foot, please make sure to use the crosswalk and have your children use the crosswalk as well.
5. Please do not cross in between buses.
6. Student pickup by parents who do not ride the bus is by the wood fence for grades 1-5. Student pickup by parents for Kindergarten will be by the main entry next to the flagpole. If a parent has students in both K and upper grades, the oldest student will walk to the flag pole to meet younger siblings.
7. If a student does not get picked up, they will be brought to the office. Parents will need to provide an I.D. to pick up their child from the office.

Communication

Communication between home and school is key to the success for all students at North Star Elementary. We will send out a monthly digital school newsletter. It will contain important dates, information, and school events. We will also communicate with parents via Apptegy's Thrillshare Rooms for Parents and Guardians (this will replace ClassDojo). Please make sure your contact information in Infinite Campus is updated so that you are able to receive these messages.

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 send a message via AppTegy or email. Your student's teacher will provide you with their email address and information regarding AppTegy. You may send messages via these platforms at your convenience. You may expect to hear back from them within one business day.

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 is more than 10 minutes late, a parent must accompany them to the office and sign them in.

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.

Electronic Devices

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 Adams 12 Five Star Schools [District Policy 5030](#))

- “ The cell phone or electronic device is turned “off” or “silent” and stored in their backpack.
- “ The cell phone or electronic devices may not be used in a manner which is potentially unsafe, illegal, or otherwise might violate the District's code of Conduct for students. Prohibited uses include but are not limited to: using the device to create video or audio recordings of students or staff or take photographs of students and/or staff without their permission.
- “ Such devices may not be used in any manner which disrupts the academic environment, or otherwise disrupts any school activities or functions.
- “ 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.

District & School Technology Policies

[District Policy 5035](#) establishes guidelines for allowable use of District technology and the Internet. Students are responsible for their own use of District computers and computer systems, and should understand that the District may monitor, inspect, copy or review all usage of District technology and the Internet. Students should also understand that they may lose the privilege of accessing the Internet or using District technology for violating appropriate use expectations. Violations of Policy 5035 may also result in disciplinary sanctions including suspension or expulsion for extreme or repeat violations, and may be referred for legal action as warranted. Examples of prohibited behaviors include but are not limited to accessing, creating or transmitting information that promotes violence, is pornographic or profane, is intended to bully or harass, or is used to cheat. Policy 5035 further prohibits a range of security related violations including attempts to gain unauthorized entry into networks or to change District data records. The policy also addresses allowable student-generated content on school websites.

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.

Food at School

Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online. A new link will go live on July 1, 2025. Parents are encouraged to set low balance notifications or auto replenishment to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed **annually** and can be submitted online. A new link to the application will go live on July 1, 2025. Students approved for free or reduced meal benefits receive meals at no cost. In addition, our school has breakfast available free of charge daily to all students, regardless of meal benefits status.

Additional detailed information about [Nutrition Services](#) can be found on the district website, including current menus, meal prices, free and reduced meal benefits, special dietary needs, and meal charge standard practice. You may also contact the kitchen manager at 720-972-5571.

To avoid disrupting learning, students who bring food to school need to put their food in the lunch basket with their name on it. Other than special events, food will not be eaten in class and cannot be stored in desks. This helps keep our school pest free.

Birthdays and Celebrations

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Classroom birthdays are celebrated once a month. If you plan to bring food in for these celebrations, they must be pre-packaged. Please do not bring in food for your child's birthday other than the date of the monthly celebration which is at the end of the month. See calendar for dates of monthly celebrations.

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.

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 School Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are available on the Infinite Campus parent portal at the end of each grading period.

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.

Parents Matter!

At North Star Elementary, parents play an important role in the life of our community. Here are just a few examples of ways you can participate. For more information, contact Pam Hernandez Preza, our Family Outreach Liaison at 720-972-5576.

The Bear Den (School Accountability Committee)

Our mascot is the North Star Bear so it makes sense that the center of everything is the bear den. This group is open to all parents and staff. It sponsors school events and helps monitor how we are doing. Contact: Pam at 720-972-5576.

Watch D.O.G.S. (Dads of Great Students)

This program is open to parents and guardians. Volunteers act as positive role models by helping out in classrooms and/or at recess. They also provide an extra set of eyes to reduce bullying and provide a greater sense of campus safety. Participants can volunteer for as little or as much time as they want. Contact: Pam at 720-972-5576.

North Star's Bear Necessities Family Resources

Need help with housing, food, technology, or checking with your child's teacher?

Contact: Pam Hernandez Preza at 720-972-5576.

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 [here](#).

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

Adams 12 Fives Star Schools
2025-2026 SCHOOL CALENDAR