



FAMILY CREW HANDBOOK

2025-2026

**3101 W. 38th Ave
Wheat Ridge, CO 80033**

Katie Mauro, Principal
Elizabeth Swanson, Assistant Principal
Lauren Maxwell, Dean

Table of Contents

[Welcome](#)

[Mission:](#)

[Vision:](#)

[School Hours](#)

[Telephone Numbers](#)

[Arrival/Early Departure](#)

[Attendance Policy](#)

[Bikes, Scooters, Skateboards...Oh MY!](#)

[Bus Riders](#)

[Car and Pedestrian Safety](#)

[Cell Phones](#)

[Dismissal](#)

[Dress Code](#)

[Emergency Information](#)

[Health Room](#)

[Homework Policy](#)

[Lunch](#)

[Medication](#)

[Lost & Found](#)

[Parent Volunteers & Visitation](#)

[Restorative Practices in Jeffco and at Stevens Elementary](#)

[Safety Procedures](#)

[School-Age Child Care](#)

[School-Parent Agreement](#)

[Technology Program](#)

[Toys](#)

[Universal Breakfast](#)

Welcome

Welcome to the 2025-2026 school year at Stevens Elementary School! This handbook has information to guide us through the eventful year ahead! Please keep it in a safe place to use as a reference when needed. We will also have a link on our LINK for easy access.

Mission:

Cultivating caring leaders of tomorrow.

Vision:

At Stevens, we foster a strong, interconnected community where crew members empower our unique scholars to be leaders of their learning through character development, high-quality work, and mastery of knowledge and skills. Our crew works to cultivate a safe space for our scholars to become caring leaders while being their authentic selves.

School Hours

Front Office:

- 7:15 am - 3:15 pm

Grades K – 5:

- Breakfast: 7:25 am - 9:00 am
- Instructional Hours: 7:45 am – 2:45pm
- After-school Clubs: 2:55 pm - 3:55 pm

Preschool:

- Morning: 7:30-10:30
- Afternoon: 11:30-2:30
- Full day: 8:00-2:30

Telephone Numbers

Office: 303 982-2198

Attendance Line: 303 982-2180

FAX Line: 303 982-2163

Transportation: 303 982-2324

Pre-School: 303 982-1875

Arrival/Early Departure

Students should arrive no earlier than 7:25 am when supervision begins. The school district and/or school cannot assume responsibility for students who arrive before that time. The morning bell rings at 7:40 am and the tardy bell rings five minutes later (7:45). Students arriving after 7:45 am must check in at the office, where they will receive a pass to class.

In the event your child needs to leave early, parents must report directly to the office to sign their child(ren) out. The office will notify the teacher to release the student while parents wait in the office area. **It is discouraged to pull your student out of school after 2:30, this disrupts the end of the day closing crew.**

Students will not be called down to the office to wait for a parent to arrive; parents need to come into the office before their students are called down.

Morning Drop Off

Students can be dropped off outside of cafeteria doors on 39th Ave. This is a Hug and Go Zone (see yellow arrows below). If you would like to get out of your car with your child and walk them to the door, please park your car in the Stevens Parking lot.

Doors open at 7:25 am which is also the same time when staff will be out supervising. There will be no supervising staff outside before 7:25 am.

See map below for drop off route.

For the safety of all Stevens Crew:

- Drive through the blue cones. Pull all of the way up to the end of the blue cones. Staff is available to support students getting out of cars.
- There is no drop off or parking in the Grange parking lot across the street.
- No U-turns
- Only students may enter through the cafeteria doors. All adults must enter through the main entrance.



Dismissal

The lane indicated with a **yellow** arrow is a Grab and Hug zone ONLY. Do not get out of your car if you are in this lane. If you would like to get out of your car to pick up your child, you will park your car and walk to the pick up locations (see map below). You must enter on High street to access the parking lot. The parking lots are designated by the blue parking signs in the map below. The lane indicated by a **green** arrow is a drive through lane only. Do not park in this lane.

Important notes about dismissal:

- Kindergarten dismisses at 2:40.
- First through fifth grade will dismiss at 2:45.
- 3rd, 4th and 5th graders who have siblings in K-2 will leave their class and walk over to where their younger siblings are lined up. If they do not have anyone to connect with they will be waiting along High street to get picked up.
- Stay in your car in the grab and go zone. Staff will assist you with getting children.
- Students may not cross High street
- No U-turns
- **PLEASE use the crosswalk on High if you are crossing High for the safety of all**



Attendance Policy

Excused Absences

Absences resulting from temporary illness, injury, or extended disability of the student or family emergencies, such as funerals, will, under normal circumstances, be excused. **All absences should be reported to the Stevens attendance line, 303-982-2180.** Please provide the following information:

- a. Student's name
- b. Your name and relationship to student
- c. Student's grade
- d. Student's teacher
- e. Reason for absence

Planned absences for any reason other than those listed above, parent/guardian must complete a **Pre Arranged Absence Form**. Previous absences, missed work, etc will be taken into consideration when deciding if the planned absence is excused.

Unexcused Absences

Absences for the following reasons will be considered unexcused, even if the school is contacted:

- Not enough sleep
- It's the students birthday
- Any absences without a Dr. note after 4 days missed in a month.

Absence Procedures For Excessive Excused And Unexcused Days

- a. Parents will receive a notification letter from the principal when a student has had **four absences in any month** to alert you of our concern. Medical Documentation will be required for any subsequent absences. (district policy)
- b. Stevens Elementary will send a Compulsory Letter after **ten total absences**. (District Policy). At this time, parents/guardians will be required to meet with school staff to come up with a plan to improve attendance. If attendance does not improve, Truancy Court is a possibility.

Tardies

All students must sign in at the school office when they arrive at school after the tardy bell. This avoids the student being marked absent and his/her parents being called. All tardies and early releases are unexcused unless a Dr. note is provided or is deemed excused by the principal and attendance secretary.

Excessive Tardies

When a student accumulates eight tardies or early releases, a letter will be sent home.

Make-up Work

Following any absence the student will be expected to make up work he/she has missed. District policy states that students will be allowed two days for every one day absent to make-up work without penalty. Arrangements for make-up work should be made with the teacher after the absence. Please notify teachers in advance when you plan to come to pick up work after an absence so the make-up work will be ready. **Teachers cannot prepare make-up work during class time.**

Bikes, Scooters, Skateboards...Oh MY!

Bikes, scooters, rollerblades and skateboards are wonderful ways for students to get to and from school. We have a bike rack where these items should be placed. Please make sure your child has a lock to secure his/her bike or scooter. The School district/school is not responsible for the loss or damage of items locked in the bike rack. Bikes, scooters, and skateboards ridden to school should be parked and locked immediately upon arrival and are not to be used again until dismissal time. **Bikes, scooters, and skateboards are to be walked to and from the bike racks and are not to be ridden on school property.**

Bus Riders

All students riding a bus – both on field trips and on daily bus routes – are expected to observe the rules of acceptable and safe bus behavior and must wear a mask. Those students who are eligible to ride the bus on a daily basis must accept the responsibility for **proper conduct at the bus stop, as well as on the bus.** Bus riders should not arrive at the bus stop any earlier than five minutes prior to the arrival of the bus. Children may get off at a different stop or get permission to ride home with a friend on another bus **ONLY** if they get a note from their parents to the office. Students who receive a Bus Misconduct Report will face the possibility of bus privileges being denied for several days. Students who continue to receive misconduct reports on the bus could be barred from riding the bus. **If parents have any issues with behavior at the bus stop or issues with a bus driver please contact transportation services at 303-982-2324.**

Car and Pedestrian Safety

The safety of your child is of major concern. The cooperation of all parents is needed to build and model good safety habits in creating a safe environment for students arriving and leaving school. Please adhere to traffic regulations and the posted signs near the school. When dropping off or picking up students please utilize the car-rider lane. Please pull to the curb as far up as possible so other vehicles may line up behind you. **Do not park or leave your car unattended. Do not park in emergency lanes. Do not park on the bus lanes.** If you need to enter the building, please park in a designated parking space in the lot. **All students must be escorted to the parking lot by an adult – please do not wave your child into the parking lot. Students should walk through a crosswalk to get through the parking lot.** These rules are for your child's safety, thank you for helping to keep our parking lot safe.

Cell Phones

Students are not allowed to use cell phones or smart watches during the school day. If a student needs to contact a parent in the event of an emergency they need to get permission from an adult in the building. It is the responsibility of the student to make sure that cell phones are not

seen or heard throughout the school day. If a cell phone is seen or heard, we will implement a three (3) strike policy. Strikes will not reset throughout the school year, please discuss cell phone use with your student prior to the start of school.

1st Strike - Warning

2nd Strike - Cell phone will be sent to office to be picked up by a guardian

3rd Strike - Students will turn in their cell phones to the office at the beginning of each day and be picked up by the student at the end of each day.

We ask that students refrain from getting on their phones at the end of the day until they are out of the school building.

Dismissal

Students' dismissal time is 2:45. Please be mindful when picking your student up early as they are still fully engaged in their learning environment. Students can not be signed out at 2:30 unless you provide one day notice. Students need to be picked up promptly at 2:45. We understand emergencies, however we recommend families have one to two backup plans in case of an emergency so their students are picked up from school before 2:55.

Teachers will bring the students that have not been picked up into the main office at 2:55. Our office staff will start contacting families right away to let them know their students need to be picked up before 3:15 when our office closes. **Our playgrounds and fields are not supervised after school and, therefore, are not an appropriate choice for unsupervised play once the school day concludes.**

If any students remain in the main office at 3:15, the office staff will follow our district practice and will contact the Wheat Ridge Police Department.

Dress Code

According to the Jeffco Conduct Code, *"The appearance or dress of students shall not be disruptive to the educational process or constitute a health or safety hazard."*

Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent/guardian. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code application does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks and breasts are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND

- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts),
AND
- Shoes

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (hoods must allow the face and ears to be visible to staff)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire and footwear
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Attire that is affiliated with gangs (admin will determine).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Explicit hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any consistently marginalized groups.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance).

Emergency Information

It is important in times of emergency that we have personal information so we can contact families immediately. For this reason, we ask all parents to keep information on your parent portal in Infinite Campus up-to-date. If changes are made affecting address, phone number, or your child's physician please update this information online through your parent portal. If you do not have access to a computer, you may come into the school to update the information. Your signature is not required because you will be using your secure username and password. It is important that you keep your username and password private to ensure you are the only person able to make changes to the form. School secretaries will not have access to your parent portal account for updates. In the case of a medical emergency and we are unable to contact a parent or guardian, the parent/guardian will be responsible for expenses incurred.

PLEASE UNDERSTAND THAT ONLY THOSE LISTED AS EMERGENCY CONTACTS IN THE PARENT PORTAL IN INFINITE CAMPUS WILL BE ABLE TO PICK-UP YOUR CHILD IN EMERGENCY SITUATIONS.

Health Room

The school health room area is a facility for first aid and a temporary holding of students who become ill at school. The school does not provide other medical treatment. Illnesses and injuries will be taken care of by a trained health tech and/or backup staff who are authorized to give only minimal first aid. If a child becomes ill (temperature of 100 degrees or higher) or injured at school, he/she will be cared for temporarily and his/her parent/guardian will be called to have someone pick up the child immediately. Please follow these [guidelines from the Colorado Department of Health](#) on how sick is too sick to send your student to school.

Homework Policy

Stevens believes that students have many experiences while at home and school. Our expectation of homework is that families engage in at least 20 minutes of reading per night. This could be reading to your child, having them read to you, or them just reading alone.

Lunch

All students pre-Kinder through 5th grades have an opportunity to eat lunch at school at no cost again this school year. Snacks purchased in the cafeteria will be charged to the students account.

Lunch Schedule:

Kindergarten	10:45 - 11:15
1st Grade	11:15 - 11:45
2nd Grade	12:15 - 12:45
3rd Grade	11:35 - 12:05
4th Grade	12:30-1:00
5th Grade	12:00-12:30

Medication

Medication will be given at school if permission has been given by the parent/guardian and the proper paperwork is not filled out (please see below). ALL medications will be given in the school health room office – students **must not** keep medicine with them. It is not possible to administer medication unless the following procedure is observed:

1. All medications will be given only with the parent/guardian's written permission, including completion of the [Medication Agreement](#) form. For students with a chronic illness, the form must be updated annually.
2. The medication must be provided in a pharmacy labeled container. Multiple medications must be in separate containers. The container must include the name of the student who is to receive the medication, dosage, dates and times to be given, the name of the medication, physician's name, parents name and signatures, and pharmacy name.

3. The medication will be recorded on the medication agreement form by school personnel who assist the student taking medication. These records have the student's name, date, medication, dosage, time taken and the name of the person assisting the student.
4. The medication will be dispensed by people who positively identify the student and observe the student while the medication is taken and swallowed.

Medication Forms:

[Medication Agreement](#)

[Asthma Care Plan form](#)

[Colorado Allergy and Anaphylaxis Emergency Care Plan and Medication Orders](#)

Lost & Found

Articles that are lost will be displayed in the lost and found area. Small items (glasses, phones, jewelry, etc) are kept in the office. Children are encouraged to check the lost and found area regularly. Unclaimed clothing will be given to Serving Kids at the end of each trimester.

Parent Volunteers & Visitation

We encourage you to visit school. This not only gives you the opportunity to observe the work that is being done, but it also gives insight into your child's relationship with others. However, because each teacher's schedule is different – we ask that you contact your child's teacher through talking points to schedule your visit when it will be most meaningful to you and your child. Instructional time is very important; we highly discourage interrupting a class with unscheduled visits. Please limit your visits to less than one hour or one content area. Please check in with the secretary when you visit the school and get a visitor's/volunteer badge.

Restorative Practices in Jeffco and at Stevens Elementary

At Stevens, our philosophy around discipline is grounded in Restorative Practice. We are proud to partner with Jeffco's Restorative Practices Team (in the Office of Student Engagement) as we implement these values.

Defining Restorative Practices:

A mindset, not a curriculum or program, that focuses on building positive relationships and providing opportunities for community members to take responsibility for their behavior and their lives.

At the heart of restorative practices is the belief that we are all in this together, that we are all connected.

The 5 R's

Restorative practices are often defined by the 5 R's. In a restorative school, family, and workplace, these five values are put into action by all community members:

- Relationship: Healthy relationships among all members of the community
- Respect: Mutual respect between all community members
- Responsibility: Shared ownership of our community and our actions

- Repair: Healing the harm caused to ourselves and our community
- Reintegration: Authentic opportunities to rejoin the community after disconnection

Rationale for Restorative Practices:

Restorative practices create strong relationships between students and school. Strong relationships help students engage in their learning. Restorative practices help us build strong relationships from the beginning. They also help us address challenging behavior in a way that strengthens relationships rather than breaks them. Restorative practices can meet the needs of individual students. Every student and every behavior has a story. Restorative practices ensure that the individual needs of each student are met, which can address the inequity we often see in traditional discipline practices.

Restorative practices support students in learning how to create healthy relationships and how to resolve conflicts. Restorative practices are designed to teach social-emotional and conflict-resolution skills that students can apply outside of school.

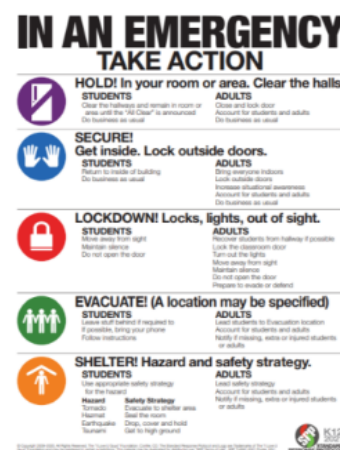
Safety Procedures

As part of the Emergency Response Plan, the district has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff, and first responders when describing actions to be taken in the event of an emergency. The SRP is based on the five actions on the poster and might be combined depending on the situation.

In addition to adopting the SRP for emergency situations; the school has put into place various safety measures to maintain the highest level of safety possible. We must maintain a balance between having a welcoming environment and a facility which is secure from intruders. While it is impossible to make the facility completely inaccessible, we take reasonable steps to reduce the risks.

These include:

- All doors will remain locked throughout the school day. The front door is the main entrance to the school. This door has been equipped with a keyless entry system and an intercom system for guests to our school. All visitors will need to be buzzed in through the intercom system.
- All Jeffco staff on campus will wear picture identification.
- Stevens has a visitor log. Authorized persons who come to pick up students during the day must sign out in the office.
- District security will secure service entrances, delivery doors, and other entrances during and after school hours. Food service personnel and custodial staff will be diligent about screening deliveries.
- All staff are asked to greet strangers not wearing a valid ID or visitor badge. Staff will report strangers to the office if they do not feel safe approaching someone they believe may be an intruder.
- Students are instructed not to open doors for anyone.
- All staff must be vigilant about strangers and any suspicious persons will be reported to district security and law enforcement.
- Emergency kits are in all classrooms and offices.



School-Age Child Care

Red Rocks Community College offers day care before and after school. For more information please call the day care director on the following cell phone (720) 519-3733.

[Mindful Moments](#) is another afterschool option. They will pick up the students from school and bring them to Wheat Ridge Presbyterian church across the street for afterschool care.

School-Parent Agreement

SCHOOL PARENTAL INVOLVEMENT AGREEMENT Aligned with Title I

The Stevens Elementary School staff will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all of our parents to this meeting and will encourage them to attend.
4. Provide information to parents of all students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of all children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified

within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Instruction Tool Expectations (Tech4Ed)

Students at Stevens will be assigned a Chromebook from the **district 1:1 program** to use for personalized learning in grades 1, 5, and 9 that is Jeffco-owned and managed (with no implied sense of ownership or privacy). Students are expected to use their district-assigned Chromebooks for schoolwork throughout the school day. Students will use this device for the next four years, upon which they will receive an updated one. Students are expected to keep the device in good working order. Normal wear and tear is expected and damages should be reported; intentional damages may result in disciplinary action. All students and families have signed the **Technology Usage Agreement** during registration.

Toys

Toys and electronic devices are not permitted at school. They can cause major disruptions if stolen, broken or lost. Administrators will not conduct any kind of search for toys or electronic devices. The school furnishes needed equipment for recess and is not responsible for the loss of a child's personal items. If students choose to bring their toys, sports equipment or electronic devices to school, the teacher will confiscate them, and the students will get it back on the last day of school.

Universal Breakfast

All students Kinder through 5th grades have an opportunity to eat breakfast at school at no cost. All students should arrive at 7:25 am and should enter the building through the cafeteria door.