

# Stukey Elementary School

2021-2022



11080 Grant Drive  
Northglenn, CO 80233

720-972-5420

Deborah Voelker, Principal

Attendance Line: 720-972-5436      Fax: 720-972-5439  
[www.stukey.adams12.org](http://www.stukey.adams12.org)

August 2021

Dear Stukey Families,

On behalf of the entire school staff, I would like to extend a warm welcome to the 2021- 2022 school year.

The Stukey Student and Parent Handbook has been prepared as a resource for parents and students in order to increase communication between home and school. Our staff would like to invite you to visit and volunteer at our school, attend your child's programs and activities, and become an active member of the Parent Connect (PTO).

Please review our school policies and information included in the Stukey Handbook. There have been a significant number of changes in the past few years in many areas, including the school lunch prices, Positive Behavior Intervention Support, attendance policies, and the district dress code. Stukey Elementary operates under the guidance of the Adams 12 Five Star Schools Superintendent policies.

Please feel free to call the school for additional assistance or visit the school website at [www.stukey.adams12.org](http://www.stukey.adams12.org). We are very excited to welcome you and your child to Stukey Elementary School. Best wishes for a wonderful school year!

Warm regards,

Deborah Voelker

Principal

## SCHOOL ARRIVAL AND DEPARTURE

It is unsafe for children to arrive at school more than ten minutes before classes begin because there is no adult supervision until 8:00 am. Please do **not** allow your child to arrive at school before 8:00 am. The school provides supervision from 8:00-8:05 am and 3:00-3:10 pm. **Children should enter the building through their classroom doors.** Children are counted tardy if they arrive after 08:05 a.m. The instructional day ends at 03:00 PM. Students will be dismissed through their **outside classroom** door once he/she has gathered all personal items and homework.

### DAILY TIME SCHEDULE

#### WEDNESDAY OF EACH WEEK- EARLY DISMISSAL

All Grades 8:05 a.m. to 1:45 p.m.

#### **MONDAY, TUESDAY, THURSDAY, & FRIDAY**

All Grades 8:05 a.m. to 3:00 p.m.

**CHILDREN ARE EXPECTED TO BE PICKED UP OR WALK HOME IMMEDIATELY AFTER DISMISSAL. NO CHILDREN SHOULD BE ON THE PLAYGROUND UNLESS ACCOMPANIED BY AN ADULT AFTER 3:00 p.m.**

In case of an emergency after hours, please call 720-972-4911.

According to District Policy and State Law, schools are not legally responsible for students after they leave schools grounds. When serious problems occur off school grounds, we often team with the Northglenn Police Department to make our neighborhood a safer place for our students.

## OFFICE INFORMATION

### Emergency Information

Emergency contacts for all students are kept on file in the office. PLEASE notify the office of any change in your address, telephone numbers, or persons to contact in case of an emergency. Additionally, we will only release students to adults on your student contact list. To add someone to your contact list, please come into the main office.

### Telephone

Please limit telephone messages for your child to emergencies. When the office staff has to relay messages for students, it causes interruptions in classroom instructions and student learning. Arrangements for after-school plans should be made before sending your child to school. A student may use office telephones in an emergency only. Personal cell phones are not to be turned on during school hours.

### Withdrawals and Transfers

Please notify the school at least one day before withdrawing a student so that the teacher and office staff can complete the necessary withdrawal forms. All library books, textbooks, and other school materials should be returned.

### Visitors

All visitors to the school are required to use the front door only. Please check in at the office and obtain a visitor's pass from our Raptor System before proceeding to the classroom. You will need a valid state or government issued photo I.D. These procedures are in place for your child's safety. For the safety of all students, please do not enter the building from the classroom door.

### Classroom Visitations

Parents are welcomed and encouraged to visit the school and classrooms at any time during the school day. Please schedule in advance with your child's teacher before your visit. When a parent/guardian does not make prior arrangements for a classroom visit, we will ask the teacher if this is a good time for a visit prior to sending parents/guardians to the classroom. Parent-teacher conferences, however, must be scheduled in advance.

### Translation Services

Translation services will be provided for parent/teacher conferences, Read Plan conferences and/or Special Education Staffings. Please let our office personnel know several days in advance so we can schedule a translator. Document translations and interpreters are available upon request.

### The Student and Family Outreach Program

The Student and Family Outreach Program believes that all students hold the strength and potential to thrive. Our mission is to remove barriers that keep students from being engaged and thriving in school by offering the following supports.

- provide homeless education services
- connect families with needed community resources (food, clothing, utility assistance, ect...)
- provide Health First Colorado (Medicaid) and Child Health Plan Plus (CHP+) application assistance to families
- provide bilingual assistance

If you would like more information Please contact us at 720-972-6015 or make a referral online at [www.adams12.org/sfop](http://www.adams12.org/sfop)

## CLASSROOM INFORMATION

### Reporting Pupil Progress

Your child'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.

### Field Trip Policy

At Stukey Elementary, field trips are used to expand and enhance the education of our students. Often, parents are asked to accompany the class in a supervisory capacity. Field trip chaperones are expected to ride the bus and may not bring siblings or other family members. Students are expected to stay with their assigned class/group at all times and will not be released during the field trip. This includes transportation to and from the event. Because our field trips are connected to grade level content Stukey students in other grade levels may not attend field-trips with siblings. If a student has had excessive discipline problems at school, it may be necessary for a parent/guardian to attend the field trip in order for the student to participate. Chaperones are asked to also follow District Dress Code when going on a field trip. Chaperones will also need to complete our mandatory volunteer training before attending a field trip. This can take up to 20 minutes, and chaperones are encouraged to complete this before the day of the field trip.

### Staying After School

The instructional day ends at 3:00 with dismissal at 3:00. Teachers may keep students after school to complete assignments, address students' behavior, reinforce the importance of arriving at school on time, or give additional instruction. In accordance with District Policy, a student may be detained after school for 10 minutes. No phone call will be made if the child leaves within 10 minutes. If additional time is necessary, beyond the 10 minutes, your child or the teacher will call home.

### Attendance Policies and Procedures

Parents are reminded that regular and prompt attendance at school is extremely important. A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. The habit of arriving tardy or leaving early is very disruptive to the whole classroom. All students between the age of six (6) and seventeen (17) are required to enroll in and attend school according to Colorado State Law.

The following policies and procedures are designed to support the district and state guidelines pertaining to student attendance. Please be sure to familiarize yourself with these policies referenced in your District 12 Rights and Responsibilities pages under Student Attendance.

### Important Times to Remember

8:05-8:15 Breakfast is served in the classroom. **Instruction begins promptly at 8:15**

1:45 p.m. End of instructional time on **Wednesdays**

3:00 p.m. End of instructional time on **Mondays, Tuesdays, Thursdays, and Fridays**

## **REPORTING ABSENCES- 720-972-5436**

1. It is the parent's responsibility to notify the school attendance line, 720-972-5436, by 8:20 am anytime a student is absent or arriving late to school. This policy is necessary to account for and ensure the safety and well-being of each student.
2. When calling the attendance line to report an absence, please state your child's name, grade level, teacher's name, and reason for absence.
3. If for some reason you do not call in your child's absence, we do our part by calling your home or office to verify the reason for the absence. If we do not receive a call from you regarding your child's absence and we are unable to reach you in person or by phone, your child's absence will be recorded as unexcused. Your child's safety is our primary concern.

### **Absence/Tardy Definitions**

Please review in detail the attendance information shown below:

- **Tardies**- A tardy is defined as the student entering school after the scheduled start time 8:05 a.m. and is considered a disruption to the learning environment. Instruction begins promptly each day and important learning may be missed when your child is tardy.
- **Absences**-
- 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.
- School administration will make the decision whether or not an absence is excused or unexcused in accordance with Superintendent Policy

### **Early Student Dismissal**

Students leaving school prior to regular dismissal time must be signed out of the school by a parent or a person authorized by the parent. No students shall leave the school grounds while school is in session unless they are under the supervision of a certified employee of the district or being checked out by their parent or a parent-authorized adult. Check out at the office is required, at which time you will be asked to show identification. Under no circumstances shall a child be released to an adult who does not first appear in the office. The members of the office staff shall exercise all caution to assure themselves that the student is being released to persons authorized to have custody of the child. Students leaving early will be marked as having a partial absence.

### **The following are considered excused absences at Stukeley Elementary School:**

- Absences caused by illness, injury, or physical, mental and/or emotional disability.
- Family emergencies/hardships.
- Religious observances.
- Requirement of police, court or juvenile authorities. Documentation from appropriate agencies may be required or extended or excessive absences. Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Requests for absences to be excused due to vacation or for other non-emergency reasons will be approved at the discretion of school administration. Factors in consideration of such requests shall include the nature of the absence, the student's academic standing, and the student's attendance history. We strongly encourage you to schedule vacations in conjunction with the school calendar. Please be advised that school absences accrued during your vacation time still impact your child's attendance record. If you know your student will be absent more than three days, please contact the office for a pre-arranged absence form.

### **Notifying Families of Attendance Concerns**

1. Students with an excessive number of excused absences may be required to provide a doctor's verification of illness.
2. Parents will be notified in writing when a student's absences are deemed to be excessive. They will be encouraged to contact the school. This letter is mandated by district policy and will be sent even when the school is aware of the reasons for the absences.
3. Parents of students who have previously been cited for excessive absences will receive a second written notification and will be encouraged to meet with the building administrative team.
4. When all other measures fail, students may be referred to the district disciplinary attendance officer, or other appropriate intervention options

(The LINK, referral to social services, referral to Court, etc.)

### **The following guidelines have been established to help minimize student absences and tardies.**

- 5 absences: Teacher contacts parents to discuss attendance and potential impact on academic performance
- 8 absences: Administration contacts parents by phone, written correspondence, or in person
- 10 absences: Administration sets up an attendance conference and develops an attendance action plan and potential consequences
- Chronically absent students will be referred to the Office of Intervention Services for review.

### **Student Pick-Up Authorization**

Without prior authorization from a parent/legal guardian, students will not be released early during the day to anyone other than a parent or legal guardian. By default, a parent who resides with the student and a parent who resides at another address will be allowed to pick up the student.

Parents may consent in writing to allow other individuals, including but not limited to step-parents, older siblings and grandparents, to pick up their child(ren) prior to the end of the school day without first obtaining permission from a parent/legal guardian. If you would like to authorize other people to pick up your child(ren), please request a *Student Pick-Up Authorization* form from each child's school, fill it out, and return it to the school.

According to Superintendent Policy 5700, school personnel may excuse a pupil before the end of the school day upon request of the parent or legal guardian for reasons which include, but are not limited to, the following: doctor appointments or a home crisis.

### **Student Safety-** Please help us keep the children at Stukey safe:

- **Remind your child to use sidewalks and crosswalks.**
- **At Stukey 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 south side of the school.**
- **Avoid picking up or dropping off student in the parking lots or in the driveway areas.**
- **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 should not be on school grounds before 8:00 am or after 3:10 pm.**

Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood. Trespassing and the destruction of property will be reported to the police. Unsafe behavior, such as fighting, bullying, etc. should also be reported to the police.

### **Skateboards, Rollerblades, and Scooters**

Skateboards, rollerblades, and scooters are **NOT** to be brought to school or used on the school grounds. Skateboarding, rollerblading, and riding scooters requires special protective equipment plus designated areas for use. The school cannot provide either of the above.

### **Bicycles**

The school has a limited number of bike racks. If your child rides a bike to school, he/she is responsible for making sure the bike is properly locked up. Bicycles must be "walked" while on school grounds.

### **School Insurance**

The school district does not automatically provide the student with insurance coverage, but an optional student accident insurance plan is available. The policy provides cash benefits and protection in case of injury at school. Parents wishing to take advantage of this insurance plan may do so at their discretion and at a nominal cost. 24-hour coverage is available for an additional fee.

### **Lost or Damaged Books**

All textbooks are provided by the school. A \$45.00 fee is collected unless you have your letter of being accepted for Free or Reduced Lunch. Students are expected to take care of all books and other school property they use. Students must pay for all lost or damaged books. If a lost book has been paid for and then found, the student will be given a refund.

### **Lost and Found**

Items that are found should be taken to the office immediately so the owners can claim them. Money, purses, wallets, glasses, and other valuable items will be kept in the office. Articles of clothing, lunch boxes, and miscellaneous items will be placed in the Lost and Found located near the cafeteria. Money that is found will be kept in the office for one week. If the money is not claimed at the end of this time, the finder may claim it. Every effort is made to return lost articles to the rightful owner. All children's clothing should be marked for easy identification in the event of loss. All unclaimed articles are given to charity at the end of each month.

### **Retaliation Against Parents Who Voice Concerns**

When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child's teacher or school administrator when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the student. The staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solution.



### Co-Curricular

We offer a variety of after-school opportunities for our students. These vary from year to year and may include Music Club, Art Club, Running Club, etc. Students are required to follow all School/District rules. Attendance will be taken at each meeting for safety purposes.

### Dress Code

The purpose for a dress code at Stukey is to create a safe and supportive learning environment. Appropriate clothing helps remind students that school is a place for learning and that proper behavior and attention to studies are reasonable expectations. Therefore, halter-tops, crop tops, tank tops, mesh tops, transparent tops, spaghetti straps, short shorts, mini-skirts or cut or frayed sleeves or collars, will not be allowed at Stukey. Shorts, jama's, and culottes are acceptable as long as the hem comes to the wearer's extended fingertips. Pants must fit properly so that undergarments do not show when students sit or stand. Tops straps must be at least 1" at the narrowest point. Professional sport team attire is permitted.

Chaperones on Field Trips are asked to also follow the District Dress Code policy.

If a student is wearing inappropriate attire, parents may be called to bring more appropriate clothing. Some items (T-shirts, shorts, etc.) are available, in a limited supply, for one-day use.

### Items From Home

Toys and other items should not be brought from home. However, exceptions are made if requested by teachers. The school is not responsible for personal items that may be lost, damaged or stolen. If such an item is brought, it may be taken away and a parent will need to claim it. Examples of such items would include, but are not limited to CD players, sports equipment, game boys, trading cards, cell phones, iPods.

### Choice/Transfer Program

Parents/guardians wishing to have their students attend a school outside their regular attendance boundary must go through the application process. Transfer Applications are available at all Adams Twelve Five Star Schools. Choice Applications should be submitted online at <http://www.adams12.org/choice>.

### SPECIALS

All students will have the opportunity to experience physical education, music and art.

### PHYSICAL EDUCATION

By gaining early success in the basic physical skills and concepts, your child will feel better about their ability to participate in recreational activities; be more successful if they choose to compete in youth sports leagues; and find it easier to accept themselves and be accepted by their peers as they move through their school and adult years. Please be aware of the following guidelines for physical education:

1. **For your child's safety, as well as the liability involved, he/she will NOT be allowed to participate without proper footwear in physical education class.** Proper footwear includes tennis shoes—those with a flat bottom (no heel) and the foot is fully covered. Clogs, sandals, dress shoes, boot-like shoes and any heeled shoes are NOT appropriate types of footwear for physical education class. Wearing any of the footwear listed, your child will not be able to participate in that day's activities.

2. If your child needs to be excused from physical education class, please write a note. If a student misses more than one-day, he/she will need a doctor's note.
3. All students are asked to bring a pair of tennis shoes to leave at school to wear at PE.

### **MUSIC**

At Stukey, students explore the principles and concepts of elemental music as developed by Carl Orff. The curriculum offers both solo and ensemble opportunities in singing, instrument playing, improvisation and movement. We study and perform the music from many different cultures and historical periods. Our approach to music education emphasizes sequential skill development and musical understanding through creative participation.



### **ART**

Every child is an artist. Through art, we allow our children to explore the world. At Stukey, the emphasis is on exploring and creating rather than the finished product. The process of creating art and the thinking skills reinforced in art, help students achieve other educational goals. Students may wish to wear old clothes on their art day as we often work with paint and glue.



### **STUKEY'S TECHNOLOGY PROGRAM**

Technology is used as a tool to help further the educational goals of our students at Stukey. Our staff integrates the use of technology with classroom teaching. Each classroom has access to a bank of computers for individual and small group work. Computers are also available to students in the Library Media Center. All students will need to have signed and returned the Computer, Internet and Electronic Communication Agreement and the Stukey Elementary Permission and Acceptable Use Form before using any technology devices.

Our goal is to provide our students with a foundation of skills that will allow them to be effective users of technology now and in the future. All computers in the building are linked by a local area network. This network provides access to computer software programs, the internet, and library resources in our school library and in other library throughout the district. Students will be expected to sign the User Agreement before having access to the internet.

### **LIBRARY MEDIA CENTER**

The Library Media Center of LMC is the hub of the school. The LMC is where students develop a lifelong relationship with libraries and books. We strive to establish a fun, exciting and supportive environment, so that students learn and enjoyment and value of books and reading for personal, educational, and recreational purposes.

Classes visit the LMC often for skill lessons and book checkout. Students may also visit the LMC on an individual and small group basis to use its resources for research and other classroom projects. The LMC's collection is electronically linked with all the schools in District 12. This enables students to have access to other library collections. Materials can be obtained through inter-library loan.

## **COMMUNITY LIBRARIES**

School libraries may be unable to provide all of the resources necessary for certain school projects; therefore, parents should encourage their children to become familiar with the community libraries. The Thornton Branch of the Adams County Library is located at 8991N. Washington, Thornton. The Northglenn Branch is located at 10530 N. Huron Street. NEW The Adams County Bookmobile serves areas not in easy access to one of the main branch libraries. A schedule is available from either of the branch libraries.



## **VOLUNTEERS**

All volunteers are asked to complete our required volunteer training and complete the Code of Conduct form. This can be done at any time in our main office. It is highly recommended parents do this prior to the day of field trips.

## **SCHOOL ACCOUNTABILITY (SAC)**

The policy of the Board of Education of School District 12 Accountability directs that each school within the district establish a School Team to afford the citizens of each attendance area an opportunity to have input pursuant to matters related to educational needs, school activities, and other concerns to the community. The Stukey Accountability Committee (SAC) meetings are open to all parents, and we encourage you to attend. Notices of all meetings will be published in our newsletter. This team plays an important part in supporting your school by monitoring results of assessments and other data and helping establish instructional goals and priorities. We hope you will become an active participant.

## **FOR COMMUNITY USE OF SCHOOL DISTRICT FACILITIES:**

The Adams12 Five Star Schools are public buildings, paid for by public funds. The District is pleased to have buildings used by community organizations when not in use for the educational program. Because usage in the buildings is in high demand, the District has developed a new Community Use Policy and a prioritization of use. The district's first priority continues to be to serve the educational and program needs of the school and the district. The second in priority are those partners which have contracts with the district called Intergovernmental Agreements (IGAs). Following educational programs and IGAs, the district then provides a fair and equitable way for the district community to have access to use our facilities and fields. To use a district facility you must have a contract with the **Community Use Department** and scheduling for such use is now done through this district department. To schedule a district facility or field or for information regarding the Community Use Program at 720-972-4230.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

### **Our Matrix:**

The Student Expectation Matrix is broken down into the different areas/activities of the building and the behavior expectations of each student into categories: caring, safe, responsible, and respectful. The matrix is used by every adult in the building to determine if a student earns positive recognition or a consequence. Students have been taught and have reviewed the categories on the matrix in every area/activity, please continue to revisit this matrix throughout the school year with your child to help reinforce Stukey's expected student behaviors. (see matrix below)

## CLASS DOJO

### What is Class Dojo?

Class Dojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use ClassDojo to work together as a team, share in the classroom experience, and bring big ideas to life in the classroom. The app is also a part of our Positive Behavior Intervention Support (PBIS) team as it allows us to keep data on positives and redirections in the classroom.

### POSITIVE PHONE CALLS

It is very important to the staff at Stukey to thrive on the positive. Students who display the four scholarly habits of caring, safe, responsible and respectful may be given a positive phone call home sheet. These sheets will be given to administration and we will give you a call explaining what remarkable behavior and skills we see in your child.

### REFOCUS SHEETS/REFERRALS

Refocus sheets are earned when a student chooses to not demonstrate the expected behaviors as outlined on the Student Expectation matrix. A refocus is earned for minor behaviors that are of minimal disruption and are handled in the classroom by the teacher. When a student receives a refocus, a parent will be contacted either through email or a phone call on the day of the occurrence. A referral is earned for a behavior that has become a constant disruption or a severe behavior and is handled by an administrator. When a student receives a referral, a parent will be contacted by phone or email. Taking the time to discuss any earned refocuses/referrals with your child is a way to learn more about your child's progress at Stukey. **Please see the new office referral slip below.**

<b>Stukey Office Referral</b>	
Name:	_____
Teacher:	_____
Date:	_____
Check the student action, and write a brief summary below.	
<input type="checkbox"/>	Extreme physical harm
<input type="checkbox"/>	Threat to kill self or others
<input type="checkbox"/>	Chronic stealing
<input type="checkbox"/>	Possession of weapons
<input type="checkbox"/>	Racial slurs/ethnic intimidation
<input type="checkbox"/>	Sexual harassment
<input type="checkbox"/>	Leave building without permission
<input type="checkbox"/>	Vandalism that is permanent
<input type="checkbox"/>	Computer violations
<input type="checkbox"/>	Gang activity
Summary:	_____
	_____

## Student Expectations at Stukey

Voice Levels—0 = No Voice 1 = Whisper 2 = Inside Voice 3 = Outside Voice

	Classroom Behavior	Emergency Drill Behavior	Recess Behavior	Cafeteria Behavior	Bathroom Behavior	Media Center Behavior	Hallway Behavior	Before and After School	Special Programs
<b>Voice Level</b>	0-2	0	2-3	1-2	0-1	0-1	0-1	2-3	0-1
<b>I am Respectful</b>	-Active listening - Body to self - Use patience - Wait my turn - Actively participate - Take care of property	- Active listening - Body to self - Follow directions	- Use kind words- Show good sportsmanship - Take turns - Body to self - Use equipment appropriately	-Practice good manners - Line up quietly - Hands to self - Talk to face and shoulder partners - Stay in my space until dismissed	-Take care of your needs and get back to learning - Flush - Wash hands with soap - Turn off water - Respect the privacy of others	-Active listening - Consider others that are working	- Respect property - Body to self - Allow others to learn - Have patience for others	- Body to self - Use kind words - Respect myself and others - Listen to adults	- Body to self - Listen to speaker - Appropriate response - Show self-control
<b>I am Responsible</b>	-Follow directions - Stay on task -Finish work - Do your best - Actively participate - Take care of property	-Follow directions -Stay on task - Listen without talking - Walk quickly	-Gather my belongings and keep them with me - Follow team rules - Share equipment - Include others	-Clean up after yourself -Raise hand for help - Focus on eating lunch - Eat your own lunch	-Use problem solving -Wash hands with soap -Flush toilet - Clean up after myself - Get adult for help	-Take care of materials - Use library independently	-Face forward -Go promptly -Walk - Have a purpose - Keep my place in line	- Be prepared and on time - Stick with your plan - Remember my belongings and take care of them - Ask adults for help	- Body to self - Listen to speaker - Follow directions - Sit appropriately - Take care of my personal needs before the program
<b>I am Caring</b>	-Cooperate -Kind words -Sharing -Teamwork - Active listening	- Listen to adults - Walk quickly - Hold door for the person behind you - Let an adult know if a friend is missing	-Kind words -Share equipment -Include others	-Space in between people - Kind words	-Trash in trash - Water off - Flush -Clean up after myself - Use supplies correctly	-Return materials - Take care of materials	-Allow others to learn - Keep personal space - Respect property	- Body to self - Use kind words - Be kind to others - Take care of friends/siblings	- Allow others to watch - Appropriate response - Show self-control
<b>I am Safe</b>	-Body to self -Stay with an adult - Keep my body safe	-Body to self -stay with an adult -listen to teacher while taking attendance -Listen to police, fire or rescue personnel	- Line up at bell - Body to self - Stay in line - Quiet in line - Ask permission to leave - Enter building quietly	-Body to self - Walking feet -Stay with an adult	-Body to self - Get adult for help - Use supplies correctly - Walk	-Keep your hands and feet to self -Stay with adult -Uphold the Technology User Agreement	- Body to self - Walk	-Use crosswalk -Exit car at the side of the road -Stick with your plan -Walk - Follow safe traffic rules - Ask adults for help	- Stay in your spot - Body to self - Leave when dismissed - Use kind words
<b>Voice Levels</b>	0-2	0	2-3	1-2	0-1	0-1	0-1	2-3	0-1



# STUKEY ELEMENTARY SCHOOL



## Manual para Padres y Estudiantes 2021-2022

Stukey Elementary School  
11080 Grant Drive  
Northglenn, Colorado 80233  
Office phone #720-972-5420

**Línea de asistencia a la escuela:** 720-972-5426

Visite nuestro sitio web: <https://stukey.adams12.org/>

# INFORMACIÓN DE LA ESCUELA

## Números de teléfono importantes

Oficina de la escuela (Horario: 7:15 a.m. - 3:30p.m.): 720-972-5420

Línea de fax: 720-972-5439

Línea de asistencia a la escuela (disponible 24 horas): 720-972-5436

\*Por favor llame antes de las 8:00 a.m. para reportar si su hijo estará ausente o llegará tarde.

Cafetería: 720-972-5433

Biblioteca: 720-972-5428

## Horario escolar

### Kindergarten a 5<sup>to</sup> grado

Primera campana: 8:00 am

Campana tardía: 8:05 a.m.

Lunes, martes, jueves, y viernes: 8:00 a.m. – 3:00 p.m.

Miércoles (salida temprana): 8:00 a.m. – 1:45 p.m.

Hora de entrada retrasada: 10:00 a.m. (el horario de salida no cambia)

Hora de entrada retrasada (miércoles-salida temprana): Cancelado – no hay clases

Si llega a la escuela después de las 8:05 a.m., se considera que llegó tarde.

Por favor, asegúrese de que su hijo sabe el plan diario para recogido. Si alguien es responsable de recogerlo, recuérdale que tiene que estar en la escuela no más tarde de las 3:00 p.m. (1:45 p.m. los miércoles) en el lugar designado para recogerlo.

El personal de la escuela está disponible para supervisar a los estudiantes comenzando a las 7:55 a.m. A final del día escolar, el personal ayudará con los procedimientos de salida por un período de 5 a 10 minutos. Si va a recoger a su hijo antes de concluir el día escolar, asegúrese de traer su licencia de manejar a la oficina de la escuela. Cualquier persona que vaya a recoger a un niño y que no es el padre/tutor del niño, tendrá que ser incluido en el Formulario de Autorización para Recoger al Estudiante y mostrar su licencia de conducir en la oficina de la escuela.

El desayuno se sirve diariamente de las 8:00 a las 8:15 am. Los estudiantes pueden tomar el desayuno en cualquier momento hasta la hora del almuerzo, aun si llegan tarde.

## Horario de PEAK

Lunes, martes, jueves: 3:00-5:30 PM

Miércoles: 1:45-5:30

## **Asistencia a la escuela y reportando ausencias Línea de asistencia a la escuela: 720-972-5436**

Las ausencias tienen que ser reportadas usando la línea de asistencia a la escuela, aunque ya le haya notificado la ausencia al maestro de su hijo. La línea de asistencia a la escuela está disponible en cualquier momento para reportar ausencias o tardanzas.

## **Bicicletas y patinetes (“scooters”)**

Los estudiantes que usen una bicicleta o patinete para ir a la escuela, tienen que ir directamente al estacionamiento de bicicletas/patinetes y dejarlos allí hasta que estén listos para regresar a sus casas. Por razones de seguridad, no se permite que los estudiantes usen sus bicicletas/patinetes en los



terrenos de la escuela. Al llegar a la escuela, tienen que caminar su bicicleta/patinete hasta el estacionamiento de bicicletas. Se requiere un candado/seguro para atar las bicicletas/patinetes al portabicicletas. La escuela no vigilará las bicicletas/patinetes en ningún momento. El estudiante es responsable de asegurar su bicicleta/patinete.

### **Cumpleaños y celebraciones**

Para apoyar la Política del Distrito para Bienestar Escolar, nos esforzamos para ayudar a nuestros estudiantes a elegir estilos de vida saludables. Los pasos simples pueden ayudar a los niños a seguir tomando decisiones saludables cuando sean adultos. Además de opciones más saludables para el almuerzo y mayor actividad física durante el día escolar, hemos implementado la política de “obsequios de cumpleaños que no son alimentos.” Los maestros compartirán con los padres la información sobre la celebración de cumpleaños sin alimentos. ¡Agradecemos su apoyo en este asunto!

### **Invitaciones para cumpleaños**

Entendemos que la escuela es el lugar más fácil para distribuir invitaciones para fiestas de cumpleaños; sin embargo, esto pudiera causar muchos sentimientos heridos que interrumpen el entorno de aprendizaje. Por favor, pedimos que los estudiantes distribuyan invitaciones únicamente cuando haya concluido el día escolar.

### **Comunicación**

**Teléfono:** Por favor limite los mensajes telefónicos para su hijo a emergencias. Cuando el personal de la oficina les da los mensajes a los estudiantes, esto causa interrupciones a la instrucción del salón y al aprendizaje del estudiante. Se deben hacer arreglos para los planes después de clase antes de enviar a su hijo a clases. El estudiante puede usar los teléfonos de la oficina en caso de emergencia solamente. Los celulares personales no se regresarán durante el horario escolar.

**Visitas al salón de clase:** Los padres son bienvenidos y se les anima a visitar la escuela y los salones en cualquier momento durante el día escolar. Por favor prográmeselo con tiempo con el maestro de su hijo antes de que usted visite. Cuando un padre/tutor no hacer arreglos con anterioridad para visitar el salón, le preguntaremos al maestro si es un buen tiempo para la visita antes de enviar al padre/tutor al salón. Las conferencias de padres y maestros, sin embargo, tiene que ser programadas con anterioridad.

### **Comunicación con el maestro de su hijo**

**Class Dojo** ¿Qué es Class Dojo? Class Dojo es una aplicación de comunicación para el salón. Conecta a los maestros, padres, y estudiantes que la usan para compartir fotografías, videos, y mensajes durante el día escolar. Usan ClassDojo para trabajar juntos como equipo como parte del equipo de Apoyo con Intervención de Conducta Positiva (PBIS por sus siglas en inglés), ya que le permite al equipo mantener los datos en positivos y redirecciones en el salón.

**Llamadas positivas por teléfono** Es muy importante que el personal de Stukey se prospere en lo positivo. Los estudiantes que exhiban los cuatro hábitos académicos de bondad, seguridad, responsabilidad, y respeto puede dárseles una hoja de llamadas positivas a casa. Estas hojas se les dará a la administración y le llamaremos explicándole que conductas sorprendentes y habilidades vemos en su hijo.

Aunque los maestros tienen teléfonos en sus salones, se les pide que mantengan el timbre de su teléfono apagado durante las horas de instrucción. Si usted desea comunicarse con el maestro de su hijo, puede hacer lo siguiente:

- Llame al maestro y déjele un mensaje. Los maestros escuchan mensajes antes y después del día escolar y durante su receso de almuerzo.
- Llame a la oficina y ellos le darán su mensaje al maestro al terminar el día escolar.
- Llame al salón del maestro antes o después del día escolar.

También puede comunicarse con el maestro por medio de correo electrónico (“email”). El maestro le dará su dirección electrónica y usted puede enviarle un correo cuando sea conveniente para usted. El maestro le responderá dentro de 24 horas/un día laboral.

### **Salida temprana/Llegada tarde**

Estudiantes que tienen que irse de la escuela durante el horario regular de clases tienen que ser recogidos en la oficina de la escuela por un padre o tutor legal. Un estudiante no puede ser despedido del salón hasta que alguien los haya reclamado en la oficina. Tampoco se pueden dejar salir de la escuela para irse solos. Los estudiantes participan en la instrucción hasta que concluya el día escolar.

Pedimos que no recojan a su hijo temprano a menos que sea sumamente necesario. Los estudiantes que llegan tarde a la escuela tienen que registrar su llegada en la oficina. Si el estudiante llega después de las 8:15 a.m., un padre/tutor tiene que registrar su llegada en la oficina.

### **Excursiones**

Los maestros pueden programar excursiones a lugares de interés cerca de la escuela durante el año escolar. Estas excursiones son designadas para suplementar aspectos del currículo e introducir a los estudiantes a recursos en la comunidad. Las excursiones serán notificadas a los padres con anticipación. Los padres tendrán que firmar un formulario de permiso para todas las excursiones. Los estudiantes que no tengan un permiso firmado no podrán acompañar a su clase en la excursión.

### **Tiempo inclemente, Cierre escolar**

La información sobre cierres escolares de emergencia debido a tormentas nocturnas severas u otras situaciones de emergencia está disponible en las estaciones de televisión locales. Por favor, preste atención a anuncios relacionados con Adams 12 Five Star Schools. También puede obtener información sobre los cierres llamando al número de información del Distrito al 720-972-4000, entonces presione 7, o vea el sitio web del Distrito en [www.adams12.org](http://www.adams12.org). No es común que se cancelen las clases.

Los estudiantes tendrán receso dentro de la escuela si:

- cae nieve, lluvia, o aguanieve.
- la temperatura con la sensación térmica es de 20 grados o menos.
- las condiciones en el campo de recreo son malas (fango/barro, nieve o agua estancada).

Los estudiantes tienen que estar preparados para todo tipo de tiempo. Deben traer abrigos, guantes o mitones, sombreros/gorras, zapatos resistentes a la intemperie y un par de zapatos adicionales para educación física.

### **Objetos perdidos y encontrados/Artículos de valor en la escuela**

Si su hijo pierde un objeto, le exhortamos a que lo busque en los objetos perdidos y encontrados en la oficina de la escuela. A menudo es difícil identificar lo que perdieron. Por favor, escriba el nombre del niño en los abrigos, chaquetas, mitones/guantes, etc. Los artículos que no son reclamados serán donados a una institución benéfica varias veces al año.

No recomendamos que los estudiantes traigan artículos de valor y juguetes a la escuela. Los artículos que tienen valor para una persona usualmente son atractivos para otras personas y lamentablemente a veces desaparecen. La escuela no puede hacerse responsable por estos artículos. Los maestros pudieran tener una celebración especial en la cual los estudiantes pueden traer su juego favorito, animal de peluche, etc., pero recuerden que en ningún momento es apropiado que los estudiantes traigan pistolas o cuchillos de juguete o cualquier otro tipo de arma de juguete.

### **Mascotas en la propiedad escolar**

Para mantener nuestra escuela segura para todos los estudiantes y familias, y de acuerdo a la Política del Distrito, los únicos animales permitidos en la propiedad escolar son los animales de servicio. Pedimos que todas las demás mascotas permanezcan fuera de la propiedad escolar durante las horas de clases. Agradecemos su colaboración con esta solicitud.

### **Reportando el progreso del estudiante**

El progreso académico de su hijo será reportado en las conferencias de padres por lo menos dos veces al año. Las tarjetas de reporte de notas serán enviadas a casa al final de cada período de calificación. También puede ver el progreso académico de su hijo en el Portal para Padres de Infinite Campus.

### **Información de seguridad**

La seguridad de su hijo es sumamente importante para nosotros. Es imperativo que los estudiantes no lleguen a la escuela antes de las 7:55 a.m. y que sean recogidos no más tarde de las 3:00 p.m. (1:45 p.m. los miércoles). Los adultos solamente supervisarán a los niños durante 10 minutos antes y después de esas horas.

Seguridad de los estudiantes – Por favor, ayúdenos a mantener seguros a nuestros estudiantes:

- Recuérdale a su hijo que use las aceras y los cruces de peatones.
- La llegada y recogida de estudiantes es solamente a lo largo de la acera para que no tengan que cruzar el tránsito, excepto en el cruce de peatones. Los carriles de Abrazo y Despedida (“Hug and Go”) están localizados en el lado de la escuela.
- Evite dejar o recoger a su hijo en los estacionamientos.
- Evite estacionarse a menos de 15 pies de los cruces peatonales en la escuela.
- Los padres le deben recordar a los hijos que se adhieran a las normas de seguridad establecidas para los peatones. Este énfasis en la seguridad también es una preocupación del personal de la escuela y es una parte importante del programa educativo.
- Se espera que los estudiantes caminen directamente hacia y desde la escuela. Ellos tienen que respetar los derechos y la propiedad de todas las personas en el vecindario.

Sistema de seguridad en la escuela – En nuestro esfuerzo por brindar el entorno más seguro y protegido para nuestros estudiantes, hemos instalado medidas de seguridad adicionales que requieren que observemos las siguientes normas:

- TODAS las puertas exteriores estarán cerradas todo el tiempo.
- Por favor, no abra la puerta ni la mantenga abierta para otras personas.

- Para entrar al edificio, presione el botón localizado a la izquierda de la puerta principal.
- Un empleado de la oficina abrirá la puerta para permitir su entrada al edificio.
- Al entrar al edificio, TODOS los visitantes tienen que registrarse en la oficina, mostrar su identificación con foto y obtener un pase de visitante.
- Si desea esperar con su hijo antes de entrar a la escuela o esperar a su hijo a la hora de salida, usted tendrá que esperar fuera del edificio.

### **Autorización para recoger a un estudiante**

Sin autorización previa del padre/tutor legal no se dejará que los estudiantes se vayan antes de la salida regular durante el día con alguien que no sea su padre o tutor legal. De forma predeterminada, un padre que vive con el estudiante y un padre que vive en un lugar distinto al estudiante se les permitirá recoger al estudiante. Los padres pueden dar su consentimiento por escrito para permitir que otras personas, incluyendo, pero no se limita a padrastros, hermanos mayores, abuelos, recojan a sus hijos antes del final del día escolar sin primero obtener permiso del padre/tutor legal. Si usted quisiera autorizar a otras personas a que recojan a su hijo, por favor solicite un formulario de Autorización para Recoger al Estudiante de cada escuela de sus hijos, llénela, y entréguela a la escuela. Según la Política del Distrito 57000, el personal escolar puede excusar a un al estudiante antes del que termine el día escolar si el padre o tutor legal así lo solicita por las razones que incluye, pero no se limita a, lo siguiente: citas con el médico o crisis en casa.

### **Programa de Enlace Estudiantil y Familiar**

El Programa de Enlace Estudiantil y Familiar cree que todos los estudiantes tienen la fuerza y el potencial para prosperar.

Nuestra misión es quitar las barreras que previenen que los estudiantes participen y prosperen en la escuela al ofrecer los siguientes apoyos:

- Proveer servicios de educación a estudiantes sin hogar
- Conectar a las familias con recursos comunitarios necesarios (comida, vestimenta, asistencia para los servicios públicos, etc...)
- Proveer asistencia a las familias con la solicitud de Health First Colorado (Medicaid) y Child Health Plan Plus (CHP+)
- Proveer asistencia bilingüe, si usted quiera más información

Por favor comuníquese con nosotros al 720-972-6015 o realice una referencia en línea en [www.adams.org/sfop](http://www.adams.org/sfop)

### **Servicios de traducción**

Los servicios de traducción se proporcionan en conferencias de padres y maestros, las conferencias del Plan de Lectura, y/o reuniones de Educación Especial. Por favor informe a nuestro personal de oficina varios días con anticipación, para que nosotros podamos agendar un intérprete. Las traducciones de documentos están disponibles bajo petición.

### **Visitantes/Registro de padres**

La Política del Distrito requiere que al entrar al edificio todos los padres y visitantes presenten una licencia de manejar o identificación con foto y firmen el registro en la oficina. Su licencia será escaneada con el sistema Raptor y se le dará un pase/sello de visitante. Usted tendrá que tener el pase/sello puesto de manera visible en todo momento.

Si usted desea visitar a un maestro, por favor llame y haga los arreglos necesarios antes de su visita. También, si alguien que no es el padre o tutor legal del niño desea visitar la escuela (Ej., un abuelo

que desea almorzar con el niño), usted tiene que llamar a la escuela con anticipación y notificarles la visita.

## **INFORMACIÓN DISPONIBLE EN EL SITIO WEB DEL DISTRITO**

### **Código de conducta del estudiante**

Un resumen del Código de Conducta del Estudiante de Adams 12 Five Star Schools (el “Distrito”) está disponible en el [sitio web](#) del Distrito. Para información completa, vea la versión actualizada de cada política del Distrito [aquí](#).

El resumen incluye información sobre:

- conducta del estudiante
- asistencia a la escuela
- teléfonos móviles y dispositivos electrónicos personales
- uso de la tecnología e Internet del Distrito
- código de vestimenta del estudiante
- intimidación (“bullying”) y hostigamiento/acoso

### **Información comúnmente solicitada**

Un resumen de información comúnmente solicitada está disponible en el [sitio web](#) del Distrito. Para información completa, vea la versión actualizada de cada política del Distrito (si aplica) [aquí](#).

La información “comúnmente solicitada” incluye temas tales como:

- quejas/querellas
- facturación consolidada
- animales de servicio en la propiedad del Distrito
- transportación del estudiante
- vigilancia con vídeo y audio
- visitantes a las escuelas

### **Información de salud del estudiante**

Información sobre la salud y el bienestar del estudiante, incluyendo inmunizaciones, evaluaciones de salud, COVID-19, y cuándo mantener al niño en su casa, está disponible en el [sitio web](#) del Distrito.

### **Notificaciones legales**

Las notificaciones legales/anuncios anuales están disponibles en el [sitio web](#) del Distrito.

Estas notificaciones incluyen información relacionada con:

- antidiscriminación (incluyendo Título IX)
- derechos bajo la Ley de Derechos y Privacidad de la Familia (FERPA, por sus siglas en inglés)
- información en el directorio bajo FERPA
- derechos bajo la Enmienda de Protección de los Derechos del Estudiante (PPRA, por sus siglas en inglés)
- otras provisiones de exclusión voluntaria