

# Stukey Elementary School

2018-2019



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 2018

Dear Stukey Families,

On behalf of the entire school staff, I would like to extend a warm welcome to the 2018- 2019 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 Teacher Organization (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!

Best,  
Deborah Voelker  
Principal

## STUKEY ELEMENTARY 2018-2019 DATES OF IMPORTANCE

TUESDAY, AUGUST 14		Back to School Night 5:00-7:00 p.m.
WEDNESDAY, AUGUST 15		1st Day of School- <b><u>ALL GRADES</u></b>
MONDAY, SEPTEMBER 3		Labor Day- <b><u>NO SCHOOL</u></b>
TUESDAY, SEPTEMBER 4		Assessment Testing- <b><u>Scheduled Times Only</u></b>
FRIDAY, SEPTEMBER 14		Vision and Hearing Screening
MONDAY, OCTOBER 1		Picture Day
THURSDAY, OCTOBER 11		Parent/Teacher Conferences K-5 7:00 -7:00 p.m. - <b><u>NO SCHOOL</u></b>
FRIDAY, OCTOBER 12		In-Common Release Day - <b><u>NO SCHOOL</u></b>
TUESDAY, NOVEMBER 6		Picture Re-take Day
FRIDAY, NOVEMBER 12		Veterans' Day- <b><u>NO SCHOOL</u></b>
MONDAY - FRI., NOVEMBER 19-23		Thanksgiving Vacation- <b><u>NO SCHOOL</u></b>
FRIDAY, DECEMBER 21		Teacher Duty Day- <b><u>NO SCHOOL</u></b>
MON.- FRIDAY., DEC. 24- JAN 4		Winter Break- <b><u>NO SCHOOL</u></b>
MONDAY, JANUARY 7		In-Common Release Day <b><u>NO SCHOOL</u></b>
FRIDAY, JANUARY 18		Assessment Testing- <b><u>Scheduled Times Only</u></b>
MONDAY, JANUARY 21		Martin Luther King Day- <b><u>NO SCHOOL</u></b>
TUESDAY, FEBRUARY 5		Class and Individual Pictures
WEDNESDAY, FEBRUARY 13		Parent/Teacher Conferences K-5 7:00 -7:00pm - <b><u>NO SCHOOL</u></b>
THURSDAY, FEBRUARY 14		In-Common Release Day - <b><u>NO SCHOOL</u></b>
FRIDAY, FEBRUARY 15		District In-Service Day- <b><u>NO SCHOOL</u></b>
MONDAY, FEBRUARY 18		Presidents' Day- <b><u>NO SCHOOL</u></b>
MON. - FRI., MARCH 25-29		Spring Break- <b><u>NO SCHOOL</u></b>
MONDAY, APRIL 1		Teacher Comp Day- <b><u>NO SCHOOL</u></b>
FRIDAY, MAY 3		Assessment Testing- <b><u>Scheduled Times Only</u></b>
FRIDAY, MAY 10		Elementary School Work Day- <b><u>NO SCHOOL</u></b>
THURSDAY, MAY 18	X	Celebration of Learning - 5:30-7:00pm
THURSDAY, MAY 23		Last Day of School - <b><u>ALL GRADES</u></b>

## 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 7:25. Please do **not** allow your child to arrive at school before 7:25. The school provides supervision from 7:25-7:35 and 2:30-2:40. **Children should enter the building through their classroom doors.** Children are counted tardy if they arrive after 7:35 a.m. The instructional day ends at 2:25 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

Soft Start/Breakfast	7:25 a.m. to 7:35 a.m.
All Grades	7:35 a.m. to 1:15 p.m.

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

Soft Start/Breakfast	7:25 a.m. to 7:35 a.m.
All Grades	7:35 a.m. to 2:30 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 BEFORE 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 contact 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 visitors 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 Stukeley 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. Family members and non school age siblings may choose to join the class at the venue but are responsible for entries and transportation. 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 Stukeley 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 2:25. 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

7:25-7:35 Breakfast is served in the classroom. **Instruction begins promptly at 7:35**

1:15 p.m. End of instructional time on **Wednesdays**

2:30 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 8:00 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 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 7:35 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**- Two types of absences will be documented; full-day absences and partial-day absences. A *partial absence* is defined as the student entering or departing class ten (10) or more minutes from the scheduled start or end time of the school day and is considered a disruption to the learning environment.
- School administration will make the decision whether or not an absence is excused or unexcused in accordance with Superintendent Policy (Code:5113, Section 4.0). Submitting documentation for absences (doctor's notes, paperwork from the courthouse, etc.) throughout the year will help your family avoid possible attendance referrals per Colorado State Law / Superintendent Attendance Policy. Documentation must be received within 48 hours of the absence.

### **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 Stukey 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.**

- 3 absences/ 4 Tardies: Teacher confers with the student
- 5 absences/ 6 Tardies: Teacher contacts parents to discuss attendance and potential impact on academic performance
- 7 absences/ 10 Tardies: Administration contacts parents by phone, written correspondence, or in person to set up an attendance conference
- 10 absences/ 14 Tardies: Administration sets up a second attendance conference and develops an attendance contract and potential consequences
- 11 or more absences/ 14 or more Tardies: Student is 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 crises.

**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 7:25am or after 2:40pm.**

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 music, art, and P.E.

### **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.



### **Nutrition Services**

**Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day or students may choose to bring meals from home. 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 at <https://www.payforit.net>. Parents are encouraged to set low balance notifications or auto replenishment at [PayForIt.net](https://www.payforit.net) 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 at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. 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 at <https://www.adams12.org/departments/nutrition>, 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 720-972-5433.

### Servicios de Nutrición

El Departamento de Servicios de Nutrición de Adams 12 Five Star Schools sirve desayuno y almuerzo todos los días escolares o los estudiantes pueden escoger traer sus propias comidas desde casa. Además de las comidas, se ofrece una variedad de selecciones de bocadillos a la carta para la compra a costos adicionales. Animamos el prepago para las comidas por medio de dinero en efectivo, cheque o en línea en <https://www.payforit.net>. Se les anima a los padres a fijar las notificaciones de cuenta baja o fondos automáticos en PayForIt.net para asegurar que hay fondos disponibles para las compras.

Los beneficios de comidas gratis o a precio reducido están disponible a los hogares que califiquen, la solicitud debe ser completada anualmente y puede ser entregada en línea en <https://www.myschoolapps.com>. Las solicitudes impresas también están disponibles en la oficina de la cocina. Los estudiantes que sean aprobados para los beneficios de comidas gratis o a precio reducido reciben las comidas sin ningún costo. Además, nuestra escuela tiene el desayuno disponible libre de costo diariamente a todos los estudiantes, sin importar el estatus de beneficios para comidas.

Información adicional y detallada sobre Servicios de Nutrición puede ser encontrada en <https://www.adams12.org/departments/nutrition>, incluyendo los menús, precios de comidas, beneficios de comidas gratis o a precio reducido, necesidades dietéticas especiales, y la práctica estándar para cobrar las comidas. Usted también se puede comunicar con el encargado de la cocina al 720-972-5433.

### 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 a 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.**

### Stukey Office Referral

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Check the student action, and write a brief summary below.

- Extreme physical harm
- Threat to kill self or others
- Chronic stealing
- Possession of weapons
- Racial slurs/ethnic intimidation
- Sexual harassment
- Leave building without permission
- Vandalism that is permanent
- Computer violations
- 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>	<ul style="list-style-type: none"> <li>-Active listening</li> <li>-Body to self</li> <li>- Use patience -</li> <li>Wait my turn</li> <li>- Actively participate -</li> <li>Take care of property</li> </ul>	<ul style="list-style-type: none"> <li>- Active listening</li> <li>- Body to self</li> <li>- Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words-</li> <li>Show good sportsmanship -</li> <li>Take turns</li> <li>- Body to self - Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Practice good manners - Line up quietly</li> <li>- Hands to self -</li> <li>Talk to face and shoulder partners</li> <li>- Stay in my space until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of your needs and get back to learning</li> <li>- Flush</li> <li>- Wash hands with soap</li> <li>- Turn off water - Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>-Active listening</li> <li>-Consider others that are working</li> </ul>	<ul style="list-style-type: none"> <li>- Respect property -</li> <li>Body to self -</li> <li>Allow others to learn -</li> <li>Have patience for others</li> </ul>	<ul style="list-style-type: none"> <li>- Body to self</li> <li>- Use kind words - Respect myself and others</li> <li>- Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>- Body to self</li> <li>- Listen to speaker</li> <li>- Appropriate response</li> <li>- Show self-control</li> </ul>
<b>I am Responsible</b>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Stay on task</li> <li>-Finish work</li> <li>-Do your best</li> <li>- Actively participate -</li> <li>Take care of property</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Stay on task -</li> <li>Listen without talking</li> <li>- Walk quickly</li> </ul>	<ul style="list-style-type: none"> <li>-Gather my belongings and keep them with me</li> <li>- Follow team rules</li> <li>- Share equipment</li> <li>- Include others</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself -Raise hand for help</li> <li>- Focus on eating lunch</li> <li>- Eat your own lunch</li> </ul>	<ul style="list-style-type: none"> <li>-Use problem solving</li> <li>-Wash hands with soap</li> <li>-Flush toilet -</li> <li>Clean up after myself</li> <li>- Get adult for help</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of materials -Use library independently</li> </ul>	<ul style="list-style-type: none"> <li>-Face forward</li> <li>-Go promptly</li> <li>-Walk -</li> <li>Have a purpose</li> <li>- Keep my place in line</li> </ul>	<ul style="list-style-type: none"> <li>- Be prepared and on time</li> <li>- Stick with your plan - Remember my belongings and take care of them</li> <li>- Ask adults for help</li> </ul>	<ul style="list-style-type: none"> <li>- Body to self</li> <li>- Listen to speaker</li> <li>- Follow directions</li> <li>- Sit appropriately - Take care of my personal needs before the program</li> </ul>
<b>I am Caring</b>	<ul style="list-style-type: none"> <li>-Cooperate</li> <li>-Kind words</li> <li>-Sharing</li> <li>-Teamwork</li> <li>- Active listening</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to adults</li> <li>- Walk quickly - Hold door for the person behind you - Let an adult know if a friend is missing</li> </ul>	<ul style="list-style-type: none"> <li>-Kind words</li> <li>-Share equipment</li> <li>-Include others</li> </ul>	<ul style="list-style-type: none"> <li>-Space in between people</li> <li>-Kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Trash in trash</li> <li>- Water off</li> <li>- Flush</li> <li>-Clean up after myself</li> <li>- Use supplies correctly</li> </ul>	<ul style="list-style-type: none"> <li>-Return materials</li> <li>- Take care of materials</li> </ul>	<ul style="list-style-type: none"> <li>-Allow others to learn - Keep personal space</li> <li>- Respect property</li> </ul>	<ul style="list-style-type: none"> <li>- Body to self</li> <li>- Use kind words</li> <li>- Be kind to others - Take care of friends/siblings</li> </ul>	<ul style="list-style-type: none"> <li>- Allow others to watch</li> <li>- Appropriate response</li> <li>- Show self-control</li> </ul>

<p><b>I am Safe</b></p>	<ul style="list-style-type: none"> <li>-Body to self</li> <li>-Stay with an adult -</li> <li>Keep my body safe</li> </ul>	<ul style="list-style-type: none"> <li>-Body to self</li> <li>-stay with an adult</li> <li>-listen to teacher while taking attendance</li> <li>-Listen to police, fire or rescue personnel</li> </ul>	<ul style="list-style-type: none"> <li>- Line up at bell</li> <li>- Body to self</li> <li>- Stay in line</li> <li>- Quiet in line</li> <li>- Ask permission to leave</li> <li>- Enter building quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Body to self</li> <li>- Walking feet</li> <li>-Stay with an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Body to self</li> <li>- Get adult for help - Use supplies correctly - Walk</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your hands and feet to self</li> <li>-Stay with adult</li> <li>-Uphold the Technology User Agreement</li> </ul>	<ul style="list-style-type: none"> <li>- Body to self</li> <li>- Walk</li> </ul>	<ul style="list-style-type: none"> <li>-Use crosswalk</li> <li>-Exit car at the side of the road</li> <li>-Stick with your plan</li> <li>-Walk</li> <li>- Follow safe traffic rules</li> <li>- Ask adults for help</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in your spot</li> <li>- Body to self</li> <li>- Leave when dismissed</li> <li>- Use kind words</li> </ul>
<p><b>Voice Levels</b></p>	<p>0-2</p>	<p>0</p>	<p>2-3</p>	<p>1-2</p>	<p>0-1</p>	<p>0-1</p>	<p>0-1</p>	<p>2-3</p>	<p>0-1</p>









