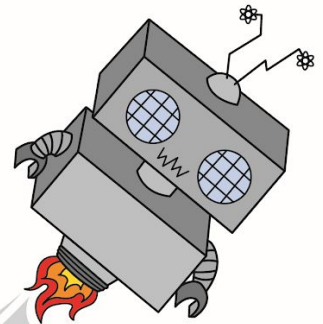


# STEM Launch



## 2019-2020 Parent Handbook

9450 Pecos Street  
Thornton, Colorado 80260

<https://stemlaunch.adams12.org>

Main Office- 720-972-5120

Attendance- 720-972-5158

**IMPORTANT PHONE NUMBERS**

School Office 720-972-5120

Attendance Line 720-972-5158

BASE 720-972-5413

Fax 720-972-6062

**WEBSITE**

<https://stemlaunch.adams12.org>

**SCHOOL HOURS**

Regular School Hours (Monday, Tuesday, Thursday, Friday).....	8:05 a.m. to 3:25 p.m.
Early Release (Wednesday).....	8:05 a.m. to 1:55 p.m.
Delayed Start (weather permitting).....	10:05 to 3:25 p.m.
Office Hours.....	8:00 a.m. to 4:00 p.m.
BASE Hours.....	Before School 6:30 a.m. to 8:05 a.m.
	After School- 3:25 p.m. to 6:00 p.m.
	Wednesday Early Release-1:55 p.m. to 6:00 p.m.

**Please help keep our campus safe for all students and staff!** Keep all tobacco, alcohol, and firearms off our campus! For the health and safety of all, pets are not permitted on campus. Remember to model good behavior and appropriate language for our students. ***Every child is precious!*** - Please drive very carefully through our parking lots and be patient when dropping off and picking up your child.

## **STEM Launch Philosophy of Education**

### **Mission Statement**

Our mission is to inspire achievement through rigorous, innovative, and authentic experiences. We offer a full range of rigorous educational opportunities in science, technology, engineering, mathematics, literacy, and social studies with full support of music, art, and physical education.

At STEM Launch, we value Communication, Compassion, Composure, and Contribution.

### **Communication**

At STEM, Communication looks like

- Speaking and writing that is open, honest, and constructive
- Listening and body language that communicates focus on the task and respect to all participants
- Questioning that seeks to understand and improve

### **Compassion**

At STEM, Compassion looks like:

- Approaching situations with your brain and heart
- Responding with perspective-taking, empathy, and the assumption of positive intent
- Acting and speaking in a way that supports others

### **Composure**

At STEM, Composure looks like:

- Regulating your words and actions
- Taking responsibility and ownership
- Acting in a manner befitting the task

### **Contribution**

At STEM, Contribution looks like:

- Engaging fully in the task at hand
- Doing your part
- Showing pride in yourself, your work, your school, and your community

**Signing below acknowledges that I have read and agree to the conditions set forth in STEM Launch Parent/Student Handbook.**

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**

## **Adams 12 5-Star Schools Mission and Vision**

### **District Mission Statement**

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

### **District Vision Statement**

Adams 12 Five Star School exists so the students it serves are well-prepared for the next stage of their lives and obtain the skills, knowledge and expertise to thrive in our world, at a level that justifies the resources used.

### **STEM Launch Admissions/Choice Process**

Admissions to Adams 12 are managed by the district's Schools of Choice/Enrollment Office via the Choice Process. The priority consideration round of Choice opens December 1st and runs through January. Please apply for your younger children to attend STEM Launch no later than January 30th. You can apply online at [http://www.adams12.org/choice\\_application](http://www.adams12.org/choice_application) or by using a paper application available at any Adams 12 school or the Adams 12 central office (ESC). The application must be turned in to the Schools of Choice/Enrollment Office by the set deadline in order for your younger children to be included in the priority consideration round.

### **Registration Information**

After a student is accepted, they must be enrolled through the registration process.

It is ESSENTIAL for the school to have the following information on file in case of illness or injury:

- Current telephone numbers for home/employer/cell of both parents/guardians/
- It is easier to reach you by email during work hours, please let us know and provide your email address.
- Names and telephone numbers of relatives/friends who should be contacted when parents are unavailable to pick up a sick or injured student in an emergency situation only.
- Any disability or allergy should be noted on the health update form.
- Parents must complete a form for who they give permission to pick up their children. This form should include step parents, grandparents, aunts/uncles and older siblings, etc. **Students will not be released unless we have a note or phone call from the parents/guardians.**

**PLEASE NOTIFY US IMMEDIATELY IF ANY INFORMATION CHANGES SO THAT WE CAN REACH YOU IN CASE OF AN EMERGENCY.**

### **DOCUMENTATION REQUIRED FOR ALL NEW STUDENT REGISTRATIONS**

- Birth Certificate - Original State Issued
- Up to date immunization record
- 2 Proofs of residency in the Adams 12 attendance area from the current month (utility bill, lease agreement or contract). A driver's license or bank statement is not acceptable
- Name and address of previous school
- Photo ID of parent/guardian

### **Kindergarten**

Any child, who is five years of age before October 1st of the current year, is eligible to enter kindergarten.

Students may begin attending school a minimum of 24 hours after all registration forms are completed and received by the front office before noon of the preceding day.

### **Student Withdrawal**

Notify the Registrar at least three days in advance of the students' last day. The parent/guardian should state where you are moving, the name and address of the new school; obtain a withdrawal from; return all books and school materials;

and pay all cafeteria and library balances. Student records will be sent once we receive a records request from the new school.

### **Attendance**

Being at school on time every day is an important part of your child's success. In a dynamic, hands-on classroom, a student can gain much by being present and ready to learn before class begins. A significant part of your child's academic success will come from their active participation in team work, activities, discussion and in building relationships/ Arriving late can leave a child feeling disconnected. Please help your child by allowing sufficient time to arrive at school on time.

Please try to schedule annual physicals, routine medical and dental appointments during after-school hours or on days when there is no school for students. Please check the school calendar for scheduled days off, use our early release Wednesdays, or plan to have your child out during their lunch time.

Vacations during the regular school session are strongly discouraged. Parents are urged to plan for their children to be in school except in the case of illness. Please be advised that school absences accrued will impact your child's attendance record.

When a student must be absent or late, it is the parent's responsibility to notify the school.

**Please call the attendance line, (720) 972-5158 by 8:00 a.m.**

Make-up work is not a substitute for instruction received in the classroom; however, students will be given appropriate work upon their return from an absence. Per Superintendent Policy, students have the number of days equal to the time they are absent, plus one day to make up worked for full credit. Please remember it will be nearly impossible to recreate the team work experience of our problem-based learning format, so it is best for your child if they are in school.

Students with an excessive number of absences will be subject to disciplinary action. If absence are due to illness a doctor's verification is required. Students with excessive absences may be referred to the district disciplinary attendance officer or other appropriate agencies. Please see Superintendent Policy Code: 5020 for more detailed information.

### **Early Departure**

For early departure during the day, **PARENTS MUST CHECK STUDENTS OUT THROUGH THE OFFICE.**

Students will only be released to parent/guardian and identified contacts listed in Infinite Campus. Identification is required. Students may not check themselves out. Students may not be checked out by anyone under age 18.

### **Middle School Tardy Policy**

- 5-9 total tardies: Students receive a warning. Parents receive an auto dialer from our school notifying them of their student's tardies.
- 10-14 total tardies: Students are assigned a detention with a grade level teacher after school for 20 minutes. Parents receive an auto dialer from our school informing them of their student's tardies and of the detention. If a student does not arrive to their assigned detention, they receive a detention on a Wednesday after school with campus security for one hour.
- 15-19 total tardies: Students are assigned a detention with campus security on a Wednesday after school for one hour. Parents receive a phone call from our school to inform them of their student's tardies and of the detention. Students who miss Wednesday detention three or more times are assigned an In-School-Suspension and will receive a behavior referral for an Attendance Infraction.
- 20-24 total tardies: Students are assigned a detention with campus security on a Wednesday after school for one hour. Parents receive a phone call from our school to inform them of their student's tardies and of the

detention. Students who miss Wednesday detention three or more times are assigned an In-School-Suspension and will receive a behavior referral for an Attendance Infraction.

- 25 total tardies: Students are assigned an In-School-Suspension and will receive a behavior referral for an Attendance Infraction.

## **STEM CURRICULUM**

STEM Launch offers a full range of rigorous educational opportunities in science, engineering, mathematics, literacy, and social studies with full support of music, art and physical education. Our problem-based learning format offers connected experiences shared with school, home and community. Students skills are developed for participation in a diverse, interdependent and changing world. The goal of the STEM Launch curriculum is to have students learn and master basic skills that are then applied in higher thinking levels through interdisciplinary projects and programs. This philosophy is founded on the Adams 12 STEM Model as well as the district's units of study and the Colorado State Standards. Teachers provide students with many opportunities that meet or challenge their individual abilities.

Benefits of the Adams 12 STEM curriculum

- Students learn foundational concepts of science, engineering, mathematics, and technology through application.
- Students further their global understanding through social and cultural studies.
- Students expand their imagination through music and art and apply technology to these fields.
- Students are challenged with current issues affecting our local community and our world.
- Students build solid skills in reading and writing to actively engage in unique field and research experiences.
- Students work alongside partners from business, industry and higher education in their design challenges.

## **Uniforms**

STEM Launch students are required to wear a school uniform every day. The uniform will consist of tan or khaki-colored pants and a gray, blue, or black shirt with the STEM Logo. In the winter it will acceptable to wear a white, or gray long-sleeved shirt underneath the STEM shirt. During the spring and summer months, shorts or skirts may be worn in place of pants. However, they must still be tan or khaki-colored must meet district dress code policy.

On Fridays students will be allowed to wear blue jeans with a STEM Launch shirt. Jeans must not have any holes or tears and must be sized to fit without exposing undergarments. Simply put, "sagging" is not permitted in any circumstances.

Uniforms will be made available to purchase either at the school or through a selected vendor. Please watch for information regarding dates and availability. If a financial burden prohibits a parent/guardian from purchasing the required uniform for their students please contact the main office.

If the student fails to report to school in the required STEM uniform, **parents will be contacted and asked to bring appropriate attire.** If the student continues to arrive out of uniform, appropriate disciplinary actions will follow based on district policy. See Superintendent Policy Code: 5060. All out-of-uniform days for events will be communicated home clearly.

## **Communication**

### **Communication with the Classroom Teacher**

Consider your child's teacher as the first line of communication. Your child's teacher knows your child's academic progress and has specific information regarding what happens during the school day. They are eager to share your child's progress through multiple forms of communication. This may include: Friday folders, student planners, conferences, a pre-arranged meeting, voice mail, and/or email.

Although teachers do have telephones in their classrooms, phones will automatically will go to voicemail during instructional time. Teachers have been asked to check voicemail before and after school. During the day, our teachers are supervising students or preparing lessons for our students, so please allow up to 24 hours for a response. If it is an emergency and must be addressed in a shorter time frame, please contact the office so a message can be hand delivered to the teacher, a counselor, or administrator.

School counselors can be a great support when understanding issues that growing children might not want to share. Consider calling or making an appointment with your child's counselor if you have any concerns about your child.

### **Auto-dialer and Email Communication**

The auto-dialer service is utilized district-wide. This service is used to inform parents/guardians of district-wide and school-related events. Parents/guardians may receive reminder phone calls from Adams 12 Administration building, as well as from STEM Launch. We also regularly use e-mail as a form of communication. If possible, please be sure to have a valid e-mail address on file.

Our intent is to keep parents/guardians informed on a regular basis, and to reduce the amount of paper sent home. **Please be sure to keep your contact information up to date** to allow us to pass along this important information to you. You can change your phone number or email contact yourself in the Parent Portal of Infinite Campus, or you can call our registrar at (720) 972-5131. To change a mailing address you must show proof of residency and complete a change of address form. Help with this is available at the office.

**Please be aware that if your phone has an operator intercept with a message regarding “no solicitation”, the auto dialer will not be able to contact you.**

### **Inclement Weather and School Closures**

Information on emergency school closures and delayed start, are available on the district website at [www.adams12.org](http://www.adams12.org), local television stations 2,4,7 and 9 as well as radio stations KHOW, KOA, KOSI, KYGO; listen for announcements concerning ADAMS 12 FIVE STAR SCHOOLS, not STEM Launch. Rarely, because of severe weather or civil defense warnings, it may be necessary for school district officials to dismiss the students before the end of the school day. If early release is necessary, the student will be dismissed only after parent contact has been made.

## **Parent Support**

### **Parent-Teacher Organization**

The STEM Launch PTO is the official voice of STEM Launch's parents and community. Its purpose is to truly forge a partnership between the STEM Launch school and our community. It serves as a bilingual two-way communication between school and community. Membership is open to parents of STEM students and members of the school community. Dates and times are announced in the parent newsletter and on the school website. There will be numerous opportunities to volunteer and get involved.

### **Volunteer Expectations & Contract**

STEM Launch encourages parents as learning partners. This provides an opportunity for parents and teachers to work together to help all students succeed. This support can be given during or after the school day. The following guidelines should be considered when volunteering time to help.

- Regular attendance is important; a “no-show” could affect events or field trips. If you cannot make your commitment for a particular week or event, please let the teacher know.

- Be ready to start on time. Arriving early for big events and field trips will certainly help the teacher.
- Remember, children look to all adults for examples of how they should behave - please dress appropriately, use appropriate language, be on time, and expect to be there for the entire time.

All volunteers will be expected to sign a district volunteer contract as well as submit to a Raptor screening. In addition they will need to participate in a training process facilitated by the STEM Coordinators. This is to ensure the safety of all students at STEM Launch.

## **Visitors**

To ensure the safety of all students attending STEM Launch, **all visitors must present a driver's license/I.D.** at the front desk. Your license will be scanned through our Raptor system and a visitor's badge will be provided. Please wear the badge for the entire time you are with us and return the badge to the office when you leave.

If you are volunteering during school hours, please find alternate supervision for any younger children. We discourage visitors under the age of 18.

## **Grading and Assessments**

The Adams 12 vision for standards-based grading incorporates the core beliefs of communication, assessment, reporting and expectations. STEM Launch will be using practices of a standards-based grading system. We believe this system of assessment is essential for high-quality and equitable learning experiences for all students. Standards-based grading practices will provide accurate, specific, timely feedback designed to improve student performance. Grade reporting will include measures of student achievement and growth that are reliable, valid, and based upon best instructional practices.

Grades should be based solely on a student's achievement of content standards, as measured by a variety of valid assessments to create a dynamic body of evidence. For a grade to be valid, multiple assessment opportunities must be provided for each standard incorporated in a grade. The primary focus of all the assessments, both formative and summative, included in a grade should be to provide accurate, specific, and timely feedback to students and teachers to facilitate future learning.

Assessments used for diagnostic measures:

- READING Measure of Academic Progress (MAP) (K-8th)
- MATH MAP (K-8th)
- PALS (Phonological Awareness Screening)
- BRI (Basic Reading Inventory)
- DRA (Diagnostic Reading Assessment)
- District Twelve Writing Assessments
- ACCESS (Colorado English Language Assessment)
- End of Unit tests for all subject areas
- Colorado Measures of Academic Success:...Math, Science and Social Studies (CMAS)

K-5 will have specific assessment days in the fall, winter and spring. Other assessments will be given throughout the year.

## **Nutrition Services**

Our school nutrition team prepares meals under strict guidelines that are healthy, cost effective, and delicious. Your child will be offered healthy fruits and vegetables daily to help them develop sound nutritional habits. Well-nourished



students have better attendance, are more attentive, and have an increased energy level, all of which help promote academic success.

STEM Launch participates in a universal free breakfast program for the school year. All students have an option to be served a well-balanced breakfast every morning, free of cost, starting as soon as the doors open in the morning.

### **Meal Accounts**

All schools use a computerized meal system. Payments into the meal account can be made by check, cash, or online payments using a credit card. Your child may be eligible to receive their lunch at a reduced cost or at no cost to you. Applications are available at the front office.

Log onto [https://www.adams12.org/en/school\\_lunches\\_prices](https://www.adams12.org/en/school_lunches_prices) for current lunch pricing.

### **Recess**

Because of the temperate Colorado climate, children are generally sent outside for recess. Children should dress appropriately for the season, and should wear warm clothing and boots during cold and wet weather. Precipitation, wind speed and low temperatures can cause recess breaks to be held inside. STEM Launch policy is that whenever any combination of these factors takes the chill temperature below 20 degrees, the recess breaks will be inside.

### **Playground Rules**

Our goal is to provide a safe playing environment for all students. The following rules must be followed:

- Stay within the playground boundaries
- Use playground equipment appropriately
- Keep rocks, sticks, and snow on the ground
- Include others in games, teach them if necessary
- Take turns and share
- Return equipment to storage bins
- Line up quickly when recess is over
- Any children involved in inappropriate behavior during recess may be asked to sit out or will be sent inside.

### **Personal Games and Toys**

We ask that all toys and games remain at home. The school is not responsible for any lost, stolen or broken games or toys. **Bringing toy weapons to school will result in suspension.**

### **Safety**

#### **Arrival and Departure**

Staff members are on duty during student arrival times and crossing guards will be posted at crosswalks for 15 minutes before and after school. *The school does not provide outside supervision before 7:55 am.* When students arrive, they should go directly to their assigned entrance.

The first bell rings at 8:05 am and students will enter their classroom. Class begins promptly at 8:15 am. Students arriving after 8:15 am are considered late and must report to the office for a pass. Teachers will record any student arriving late.

Students will be dismissed at 3:25 pm. Students must promptly leave the school grounds unless they are participating in a school sponsored activity or are in the BASE Program.

Per Adams 12 Five Star Schools Board policy, teachers may keep non-bused children up to 15 minutes after school without prior notice. Parents will be notified beforehand when a teacher wishes to keep a child more than 15 minutes.

The playground is for STEM Launch students during the school day. Students may not play on the playground or equipment after school without supervision. Students without supervision must leave school immediately following dismissal.

### **Reminders for Parents**

Please keep the following traffic safety information in mind as you are driving near our school:

- Refer to the map of our school for designated drop-off locations. PLEASE let your child out ONLY at the designated drop-off and pick-up locations.
- Watch for children running into the street, particularly from between parked cars.
- Be alert for children at designated school crossings and other crosswalk locations.
- Obey speed limits, especially school zone speed limits during school hours. Take your time!!
- Do not stop or park on or near crosswalks or other designated "NO PARKING" zones.
- Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- Respect the "NO PARKING" and "NO STOPPING OR STANDING" signs. They are there to ensure the safety of your children.
- Never drop off or pick up your child on the far side of the street from the school.
- Do not make U-turns in school zones or within crosswalks.
- Consider carpooling to reduce the amount of congestion around the school.

### **Pets on Campus**

In an effort to keep our school safe for all students, pets are not permitted on school grounds.

### **Safety Drills**

Each room is equipped with instructions for procedures to follow during fire or tornado drills. During these drills the students should follow the directions given by the teacher and behave in an orderly manner. The teacher is responsible for giving complete directions to be followed during these drills.

### **Co-Curricular Activities**

In order to ensure a well-rounded education, STEM Launch provides a variety of after school enrichment activities for our students. It is proven that those students who participate in co-curricular activities have a better sense of belonging at school and perform at a higher level academically. Watch for information about co-curricular clubs and intramural sports in school publications and on the Beyond the Bell tab on our website.

### **Intramural Sports**

We are very happy to be participating in a district-wide intramural program during our school year for students in grades 6th through 8th. In August and September we will offer co-ed soccer; during the months of October and November we will offer co-ed volleyball; in January and February we will offer co-ed intramural basketball; and in April and May we will conclude the intramural year with co-ed flag football.

The program is offered at no cost to the student but a permission slip must be completed and signed by a parent authorizing student participation.

## **BASE Program-Before, After-School, and Summer Enrichment**

STEM Launch offers a community based Before & After-School Program. This program is designed to provide educational child care services to students attending STEM Launch. The hours are 6:30 am - 8:05 am and then again from 3:25 pm - 6:00 pm (Mon, Tues, Thurs, Fri) and 1:55 pm - 6:00 pm (Wed). For more information, check the BASE web page at <http://www.adams12.org/base> or you may contact them at 720-312-5413.

## **Suicide Prevention**

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. Superintendent Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow Superintendent Policy and respond accordingly.

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to resources which they can contact for additional support such as:
  - The National Suicide Prevention Lifeline  
1-800-273-8255 (TALK)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline  
1-866-48-7386  
[www.thetrevorproject.org](http://www.thetrevorproject.org)
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for the students in crisis.
6. For a more detailed review of District processes, please see the District's full suicide prevention guidelines document.