

# **Launch+** **Handbook**

## **STEM Launch K-8**

9450 Pecos St.

Thornton, CO 80260

Main Office: 720-972-5120

Library Phone: 720-972-5148

## Launch+ Purpose

To provide a safe and supervised environment for STEM Launch students to do complete homework or research, receive tutoring in any subject, collaborate on a PBL, and use technology for academic purposes.

## Days and Hours of Operation

Launch+ begins Tuesday, September 2<sup>nd</sup> and occurs on **Tuesdays** and **Thursdays, 5:00 p.m. – 7:00 p.m.** throughout the school year following the STEM Launch calendar. Exceptions to this schedule will be posted on the STEM Launch website (<http://www.stemlaunch.org/>) and announced at the school.

## Registration and Eligibility Policy

**Launch+ Permission Forms** must be completed and on file in the main office in order for a student to attend Launch+. Changes to any information in the registration packet will be the parent/guardian's responsibility to update. Forms are available in the main office and on the Launch+ website (<http://stemlaunchplus.weebly.com>).

Students need to sign up for each session in the main office. Space is limited to 30 students, and students may sign up for one or two sessions at a time.

Because the number of staff is dependent upon the number of students in attendance, we request advance notice whenever your student will be absent, allowing us to adequately staff each session. The operating ratio of students per staff, designated by the Department of Social Services, is 15:1.

## Definitions

- Staff:
  - a. Volunteer teachers and administrators from STEM Launch K-8.
  - b. Volunteer staff will be vetted using the RAPTOR system at least twice a year.
  
- RAPTOR system:
  - a. The RAPTOR system is used throughout the District. RAPTOR is a visitor registration system that enhances school security by use of a driver's license, or other government issued ID, and then compares the information to the national sex offender data Launch+. Additional visitor information will not be gathered and no data will be shared with any outside company or organization. Any people you have on your authorized pick-up list will also have to complete the process. For additional information about the RAPTOR system, please go online to [www.raptorware.com](http://www.raptorware.com).

## **Check-In Procedures**

1. Each student must present a valid STEM Launch ID at the main office upon arrival.
2. Attendance will be taken by the supervising teachers.
3. It is the parent's responsibility to inform the Launch+ program of their student's absence or any schedule changes.
4. If a student is signed up to attend the Launch+ program on a specific day and does not report to STEM Launch and the parent does not contact the Launch+ program to report the absence, staff will make efforts as dictated by state law to contact the parent(s) and/or authorized emergency contacts, up to and including 911. During a school year, the parent will be allowed one warning. After the second offense, a STEM Launch administrator may use his/her discretion to determine if the student will be allowed to sign up for future Launch+ sessions.

## **Check Out Procedures**

1. The Launch+ program requires that all students be signed out daily by authorized individuals listed on the permission forms. If an unauthorized individual comes to sign out a student, the student will remain in Launch+ until the parents can be contacted for permission or someone with proper authorization comes for the student.
2. If a member of our staff does not recognize the individual who has come to pick up a student, the individual will need to show proper identification, which will be verified before we will release the student into his/her care.
3. In the event that a student has not been picked up by 8:30 p.m., and no authorized individuals or emergency contacts can be reached, the local police authorities and the Department of Social Services will be contacted.
4. If a student leaves the Launch+ program without permission, parents and the local police authorities will be notified immediately. A continuous effort will be made to locate the missing student. The Department of Social Services will be notified within 48 hours of any student who has been lost and for whom the local authorities have been contacted.
5. Parents are responsible for keeping their authorized pick-up list current. Please contact the main office to change pick-up list names or contact information.
6. In the event that a Launch+ employee suspects that a person authorized to pick up a student from the Launch+ program is under the influence of drugs or alcohol or in a condition that would present imminent danger for the child, the employee is instructed to do the following:
  - a. Speak to the parent or authorized pick up person in private with a second employee joining in on the conversation, if possible.
  - b. Offer to call a friend or cab to give the parent/authorized person and child a ride home.
  - c. If the parent/authorized person displays behavior to a degree that the employee questions the parent's ability to safely operate a motor vehicle, the child will not be released to the parent and Social Services will be called.
  - d. If the parent/authorized person forcibly takes their child home, the employee will explain to the parent/authorized person, in detail, what the remaining steps in this process are. The employee will follow the parent/authorized pick up to obtain a description of their vehicle including color, make, model, and license number and then contact the Police, the District Communication Center, an ESC Supervisor, and Risk Management with information regarding the incident.

- e. The employee will also contact Social Services and document the incident.
- f. If at any time, the parent becomes violent or the employee feels that he/she or the program is in danger, they should immediately call 911.

### **Snacks and Water**

Students may bring water in a closeable container. All other food and drink is prohibited. Students are encouraged to eat dinner before coming to Launch+.

### **Personal Belongings and Money**

Launch+ adheres to all school policies in regards to student's belongings. **Launch+ IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED BELONGINGS.**

### **Behavior Expectations & Discipline Procedures**

Launch+ is collaboration between students, staff and parents. We strive to create an environment that is positive, comfortable, healthy and safe. Every person that enters or visits our Launch+ is a potential role model for the students. As role models we are expected to portray citizenship, problem solving behaviors, appropriate regard of school/program property, kindness and respect for all, and positive communication.

#### **Launch+ Climate**

Students, staff, and parents will behave in a manner which fosters a positive program environment. We expect everyone to:

- Show sensitivity toward others
- Use courteous and polite language and behavior
- Exercise self-discipline
- Follow Launch+, STEM Launch, and District rules
- Control anger and resolve conflict in a non-violent manner
- Ensure that Launch+ is free from intimidation, discrimination, and harassment

#### **Respect for School Grounds and Property**

Students, staff, and parents will be respectful and thoughtful of the Launch+ program and District property as well as the property of others. We expect everyone to:

- Use property and materials for the intended purpose
- Show respect for the personal property of others
- Obey state and federal laws prohibiting tobacco, drug and/or alcohol use or possession in, on and around District property. If a violation occurs, the person(s) involved will be subject to removal from District grounds and/or referral to law enforcement.

## **Diversity**

Students, staff, and parents will respect the unique attributes and qualities of every individual. We expect everyone to:

- Treat others with fairness and compassion
- Understand that diversity enhances the Program environment
- Embrace and encourage increased knowledge and understanding of diversity in the Program

## **Communication**

Students, staff, and parents will communicate effectively and appropriately in order to build positive relationships at Launch+. We expect everyone to:

- Communicate positively and in an open, trusting and truthful manner
- Be an active listener and encourage feedback
- Communicate in a timely and on-going manner
- Clarify communication directly to the appropriate source

## **Launch+ Discipline Policy**

The discipline philosophy of Launch+ is to redirect misbehavior and provide options, problem solving, separation, and natural consequences.

We also use:

- \* Redirection to other activities
- \* Positive reinforcement
- \* Time away

When a student makes a choice that violates the Launch+ Behavior Expectations, disciplinary consequences will be imposed. Behavior subject to discipline includes, but is not limited to damaging/stealing property; throwing objects; leaving the room, school grounds or current Launch+ location without permission; behavior that disrupts the Launch+ Program environment; disrespectful, abusive, harassing behavior and/or inappropriate use of language; hitting or other unwelcome physical contact, or any other action that negatively impacts the safety of the students and others.

All students are expected to know, understand and comply with the Launch+ Behavior Expectations and are subject to discipline or removal from the program for repeated or serious violations. The Launch Site Coordinator reserves the right to remove a student for a significant violation of the Behavior Expectations without prior warning, intervention or progressive discipline.

There are times when a student's misbehavior may result in a Launch+ write-up, suspension and/or removal of a student from the program. These write-ups do not become part of the student's school record. Documents regarding behavior while at Launch+ remain in Launch+ child care records.

The following steps may be used to address misbehavior:

1. Should an incident of misconduct occur, a student may be given a verbal warning(s) and/or written behavior notice(s) about his or her behavior. Parents will be notified about the inappropriate behavior.
2. Parents may be contacted to pick up the student and if needed a meeting will be held with the parents to review the student's misbehavior and program expectations. A student may also be suspended for an incident of misbehavior.
3. If a student's behavior presents a safety concern and or disrupts the Launch+ environment, the student may lose the privilege of attending Launch+.

### **Academic Work Time**

All students are expected to be working on homework, research, PBL collaboration, or tutoring. At no times are students to be using the time, technologies, and resources for personal (non-academic) use. Non-adherence to this expectation will result in that student being excused and may lose the opportunity to sign up for future Launch+ sessions.

The Launch+ staff will directly supervise all students during program hours. As such, students will not be allowed access to their lockers. They are expected to bring whatever materials needed for a productive session. Access to the restrooms will be provided under supervision.

### **Accidents and Illnesses**

To help prevent accidents and injuries, safety rules will be reviewed with the students. In case of an injury, the following actions would be taken:

1. First Aid will be applied if necessary.
2. Emergency help will be called if necessary.
3. Parents will be notified of the severity of the accident.
4. Appropriate documentation will be completed.

**NO medicines will be administered at Launch+. There will not be a school nurse or medical staff on duty.**

Ill students are not to attend Launch+ and will be sent home if exhibiting any of the following:

1. Temperature of 100 degrees or higher.
2. Vomiting or diarrhea.
3. Uncontrollable or persistent cough.
4. Appearance or complaint of acute illness or severe pain.
5. Communicable diseases that have not been treated with antibiotics for at least 24 hours. Serious communicable diseases will be reported to the Colorado Department of Health.
6. Head Lice. Any behavior that requires more care than the staff can provide without compromising the health and safety of other students.

If a student should become ill while attending the program, the parent will be contacted and the student must be picked up immediately. The student will be cared for comfortably until the parent/guardian arrives. If a student is ill and absent from school, he/she may not attend Launch+ that day.

## Procedures for Emergencies

Launch+ will adhere to the same safety precautions and procedures as STEM Launch K-8 in a normal school day. In the event of an actual emergency where staff and students will need to evacuate, due to tornado or lockout for example, once evacuated to the emergency area, staff cannot leave the area to answer the door for parents who are picking students up until the threat is lifted.

**Tornado/Fire:** In the event of a tornado or fire, Launch+ staff members will follow the procedures set forth by the school in getting the students to a safe and designated area.

**Evacuation:** In an emergency situation where the Launch+ attendees need to evacuate the school premises, students and staff will relocate to:

Anythink Huron Street Library  
9417 Huron Street, Thornton, CO  
(303) 452-7534 · [anythinklibraries.org](http://anythinklibraries.org)

**Inclement Weather/Closures:** Extreme weather conditions which threaten the welfare or safety of students and staff members may result in the closure of the District, including all programs, activities and Launch+. Please listen to local television and radio broadcasts and check the school website for updates. Launch+ will attempt to text parent or guardians who complete the cell phone contact information for information on late closures or emergency situations.

**Natural Disaster:** In case of a natural disaster, the students will follow the school disaster plan and will proceed to the areas mapped out for safety by the District.

**Lost Student:** In the event of a lost student, the parents, local police authorities, and administration will be notified. All attempts will be made to locate the student as quickly as possible. If a student leaves LAUNCH+ without permission, we will treat the situation as a lost student and notify parents, the County Department of Social Services, and local police authorities immediately. Students who are expected to attend LAUNCH+ but do not show and are not excused by the parent or guardian may also be treated as a "lost student". Appropriate documentation will be completed and filed with proper authorities.

**Internal/External Threats:** Lockdown procedures will be implemented for internal threats. Lockout procedures will be implemented for external threats. Both are done in accordance with Adams 12 Five Star Schools, Operations & Security Services Department.

## Child Abuse

LAUNCH+ follows all Colorado State Laws and district guidelines regarding the reporting of child abuse or neglect.

Colorado Law requires that child care providers report all known or suspected cases of child abuse or neglect. For Child Abuse Reporting Contact:

Adams County Department of Human Services  
7401 Broadway, Denver CO 80221  
303-287-8831

## Custodial Visitation and/or Personal Family Disputes

Launch+ are not staffed or authorized to provide staff to assist with custodial disputes or visitation arrangements. Parents are asked to handle their personal business outside of Launch+ hours.

## **Dress Code**

Launch+ follows the district's "Safe School Policy #5060" concerning student dress. Please refer to the policy on the Adams 12 Five Star Schools Website at [www.adams12.org](http://www.adams12.org). **Students are expected to wear the STEM Launch uniform for Launch+ program hours.**

## **Cell Phones and Other Electronic Devices**

Launch+ follows the district's Superintendent Policies #5030/#4180 concerning the use of cell phones and other electronic devices. The following is an excerpt from that policy:

Personal use of cell phones [and other electronic devices] during [program] hours must not be disruptive. Cell phones [and other electronic devices] must be turned off or set for silence during meetings and class [program] time to avoid disruption.

Superintendent Policies may be located on the Adams 12 Five Star Schools Website at [www.adams12.org](http://www.adams12.org).