



# Colorado STEM Academy Student Handbook 2016-2017



## SCHOOL CONTACT INFORMATION

Principal: Brenda Martin: [bmartin@westminsterpublicschools.org](mailto:bmartin@westminsterpublicschools.org)  
Assistant Principal: Heather McGuire: [hmcguire@westminsterpublicschools.org](mailto:hmcguire@westminsterpublicschools.org)  
Secretary: Nikki Reynolds: [nreynolds@westminsterpublicschools.org](mailto:nreynolds@westminsterpublicschools.org)  
Phone: (303) 429-7836  
Fax: (303) 487-2063  
WebPages: <http://www.costemacademy.org/>  
Address (East):  
Colorado STEM Academy  
7281 Irving St.  
Westminster, CO 80030  
Address (West):  
Colorado STEM Academy  
3455 W. 72nd Ave.  
Westminster, CO 80030  
Office Hours: 8:00-4:00 p.m.

## DAILY ACTIVITY

Students should plan to arrive at school between 8:00 and 8:20. There will not be supervision before 8:00.

### SCHEDULE FOR MONDAY THROUGH FRIDAY:

<b><u>Regular Schedule</u></b>	<b><u>Early Release/ Alternate Schedule</u></b>
Classes begin: 8:20 a.m.	Classes begin: 8:20 a.m.
Classes end (K-1) 3:30 p.m.	Classes end (K-1) 1:30 p.m.
Classes end (2-8): 3:38 p.m.	Classes end (2-8): 1:38 p.m.

## SCHOOL VISITATION

We encourage parents to visit our school as much as possible. This not only gives you the opportunity to observe our educational program, but it also gives you insight into your child's relationship with others. Please call your child's teacher to schedule a visit and remember to check in at the front office to obtain a visitors pass.

## **COLORADO STEM ACADEMY MISSION**

Colorado STEM Academy is dedicated to preparing students for continued education and workforce readiness through the integration of the STEM fields. Our students, staff, and community strive to create student leaders through the use of authentic and collaborative learning opportunities.

## **COLORADO STEM ACADEMY VISION**

Colorado STEM Academy will provide quality education and students will exhibit passion, curiosity, and ownership of learning.

## **ACADEMICS AND ACADEMIC EXPECTATIONS**

Colorado STEM academy focuses on a well rounded education for all students and relies on providing challenging and intriguing assignments for all of its students. It is an expectation at CSA that students will complete and turn in all assignments to the best of their ability. The Westminster Public Schools approach to learning is referred to as CBS (Competency-Based System) where the entire educational system is organized around engaging students in 21st century skills, working at their developmental levels and advancing only when they have demonstrated proficiency or mastery. Westminster Public Schools uses an approach to learning that is based on these core beliefs:

- Learning is the constant
- Time is the variable
- Personalized Delivery
- Systemic and Systematic

In addition to this, Colorado STEM academy is committed to providing a STEM education through the use of project based learning that is engaging and provides opportunity for growth for all of its students.

Dear CSA Families,

Welcome to another exciting and challenging school year at Colorado STEM Academy. The staff and I are looking forward to continuing our relationships with you and your child. If you are a first year parent at our school, we look forward to getting to know you and your child as the year progresses.

The staff and I hold high expectations for the success and achievement of all our students, as we believe that a good education is the most important gift that we can give our children. At Colorado STEM Academy, we strive to give each child this gift every day. We see our goal as maximizing learning in a safe environment and ensuring that each child is well prepared for the transition to high school and beyond. We believe that achieving this goal is a shared responsibility between the home and the school. Please join us by getting involved in the day to day life of the school.

While each year in a child's education is important, it must be remembered that a child's public school education begins in Kindergarten and ends at graduation. It is over this thirteen year period that a child receives the education that will make it possible to achieve success in personal life and a changing society. The staff at CSA want you to know that when your child is with us you can:

- Expect that he/she is receiving a good education;
- Know that each child is safe while at school; and
- Count on open and frequent communication from the teacher concerning the needs of your child.

We also want you to know our expectations:

- Ensure that your child attends school each day;
- Support your child at home by helping with reading and homework; and
- Get to know your child's teacher and communicate with him/her.

To raise self-reliant, responsible and successful children we must commit ourselves to helping them every day, as they shape their future. Working together both in the school and at home, we can help our children achieve success.

To this end, please read this handbook thoroughly and carefully and discuss its contents as a family. If you have any questions, please let me know.

Sincerely,

Brenda Martin  
Principal

## TEACHER/PARENT COMMUNICATION

**Weekly Thursday Folders:** Each elementary homeroom teacher will maintain a folder of work that will be sent home on a weekly basis—including notes and work samples.

**Parent Contacts:** Each homeroom teacher will personally contact a parent at anytime that they feel their is a need. Contact may be at a special conference time, or a phone call to inform you about your child's progress, share some positive information, or to collect some information. These contacts are also a time for parents to ask questions about progress, share information, or help make plans to further the education of your child.

**Student Reports:** Progress reports will be sent home three times a year at the completion of each trimester. Parents will be notified if their child is not progressing at a satisfactory rate. Parents are always encouraged to contact or visit with teachers if they have questions about their students' progress.

**Parent/Teacher Conferences:** Quality education requires close and open communication between parents and teachers. In order to support educational excellence, formal scheduled conferences will be held twice a year. At these conferences, student level, achievement, behavior and effort will be discussed. If a parent would like, they may contact a teacher or team to set up a conference that is outside of the regularly scheduled Parent/Teacher Conferences.

## RESOURCE SERVICES

**MTSS:** The primary purpose of the MTSS (Multi Tiered System of Supports) process is to address the academic and developmental needs of individual students within a collaborative process structure that ensures that appropriate educational options are considered. Administration, teachers, students, parents, and anyone else associated with the student may initiate referrals into this process. All referrals are made to the MTSS team, who determines the next step.

**English Language Acquisition (ELA):** English Language Acquisition is for students whose first language is not English. Students who qualify for support services are identified by parents on the Home Language Survey and then assessed by the ELA team at school.

**Special Services Team:** The special services team is composed of special education and classroom teachers, the school principal, a District psychologist, the speech language/communication specialist, the school social worker, and often members of the motor team. The team considers specific learning or emotional needs of students. The team may, with parent permission, assess students to determine who might qualify for support services offered through special education.

**Special Education Services:** These services are available for students whose needs are identified through the special services team.

**Psychologist:** A District psychologist may serve as a member of the special services team and assess students who are referred through the special education process. Parents with concerns can reach out to teachers or the school to see about services and options.

**Counselor:** The counselor is a member of the special services team. The counselor conducts classes, works with individuals or small groups of students, and supports our parents/families through many programs and services available throughout the school and community.

**Speech/Language Services:** Students whose speech/language needs are identified through the special services team are served by the speech/language teacher. If parents are interested in seeking further speech and language services they may reach out to the school to see if a student has been identified as needing the services.

**Vision/Hearing Screening:** Students in grades K-3, 5, 7, and new students to Colorado STEM Academy are screened yearly for both vision and hearing. Parents of students who show evidence of hearing or vision problems will be notified and given referrals for further screening if necessary.

**Textbooks:** Textbooks are furnished by the District. Please make every effort to take very good care of the books you use. A damaged or lost book will be charged to the student responsible.

**Technology/ Technology Fee:** All students in Westminster Public Schools are required to pay a technology fee at Back to School night. This fee is to help cover the cost of using the technology throughout the year and over the course of the device's lifetime.

**Library:** The Irving Street Library provides students and teachers with an opportunity to visit the library during the school day. Students will be able to go to the library with their classes to check out books. There are regular overdue book charges but a replacement cost is charged for lost or damaged books. Students who lose a book will not be able to check out another book until the lost book has either been returned or the replacement cost has been paid in full. The Library is also open to having students come to work during after school hours. Parents are also encouraged to go to the library, especially during after school hours.

## **PARENT AND COMMUNITY PROGRAM PARTICIPATION**

**Back to School Night:** Colorado STEM Academy reserves a night for the purpose of meeting all of our families and to give each parent an opportunity to meet the principal and teachers.

**Building Accountability Advisory Committee (BAAC):** BAAC is a school accountability committee made up of teachers, staff, parents and community members that serve to advise the principal concerning school improvement. Meetings are held four times each year and members of the public are always welcome and invited to attend.

**Parent Teacher Association (PTA):** The PTA at Colorado STEM Academy is made up of parents and teachers and serve to organize community events and our school fundraisers that directly supports the following:

- Student Recognition;
- Student Field Trips;
- Educational Assemblies;
- Project-based Learning
- Teacher appreciation and conference meals; and
- School Improvements.

Meetings are held monthly. At our back to school night and during the beginning of the year, the PTA will be holding a membership drive and all are welcome to attend. ***Please support our students by joining PTA!***

**Community Awareness Action Team (CAAT):** CAAT is a cooperative community effort that helps educate and disseminate current information on drug and alcohol abuse to every family in our school district. We appoint a representative who attends monthly meetings.

**Volunteers:** Parents are strongly encouraged to volunteer in the classroom, at special programs, activities, or some of the committees listed above. Students appreciate seeing their parents involved in their school and a cooperative effort between school and home can only enhance each student's educational experience. Please inquire in the office if you are interested in volunteering on a regular basis in the classroom to complete a volunteer form. We look forward to seeing you often in and around the Colorado STEM Academy.

## **STUDENT PROGRAM PARTICIPATION**

**Other After School Clubs:** Colorado STEM Academy offers a variety of after school clubs at each level. After school clubs take place in sessions and what is offered changes from session to session. Students are encouraged to participate in as many or as few after school clubs as they would like. There is sometimes a small fee that goes towards paying for the club. Club announcements will come out in students' Thursday Folder throughout the school year.

**Special Assemblies:** Throughout the year there will be several special assemblies arranged by a committee of teachers and scheduled for the entire student body.

**Field Trips:** Periodically, field trips are scheduled to provide students with learning experiences not readily available in the normal classroom. A charge to cover operating expenses for the bus is made by the School District. Some trips may require additional money for entrance fees or activities. A signed permission slip for the year is necessary for each child going on field trips in addition to specific field trip permission slip forms.

**Birthdays:** Students can celebrate their birthdays at the beginning of the day with their advisory class. Students are encouraged to bring in a healthy snack or check out one of our birthday kits as an alternative to sweets treats. Please notify your child's teacher of any dietary restrictions.

**Colorado STEM Academy B.O.T.S.:** At Colorado STEM Academy, we participate in the Positive Behavior Interventions & Support program (P.B.I.S). Our school mascot is a Stembot, and we use this a reminder of how our behavior should be each day and what types of behavior we should be practicing each day.

**B.O.T.S** represents our habits of a scholar. They are **Behavior, Ownership, Teamwork, Safety**. A student being caught going above and beyond these expectations by any staff member will receive a Stembot Buck that they can turn into their teacher. They will then become eligible for a prize drawing at the end of each week. There are many positive activities planned throughout the year to recognize and honor students who consistently demonstrate their ability to conduct themselves in a responsible and caring manner. At CSA, we celebrate learning, good attendance and good behavior. We want everyone to be proud of themselves, their accomplishments, their school, and their community.

## **SCHOOL POLICIES AND PROCEDURES**

## **TRANSPORTATION**

Since Colorado STEM Academy is a 'School of Choice,' families are responsible for transporting their student to and from school. However, all students ride buses for field trips, so please keep the following rules in mind:

- Remain seated while the bus is in motion;
- Get on and off the bus in an orderly manner; and
- Follow the directions that the bus driver gives you.

The bus driver will complete a bus misconduct report for any student who doesn't behave on the bus and give a copy to the principal. As a consequence to misbehavior on the bus a student may lose transportation privileges, which also applies during field trips.

## **ATTENDANCE**

All students, regardless of age, are expected to maintain appropriate attendance and meet academic performance standards as part of their promotion through the levels. **If your child will be absent, please make sure to call our main office to notify the school before 8:45 a.m. to let us know that your child will not be at school.** We get worried if your child does not come to school and you have not alerted us that they will be absent. So as a courtesy and an extra safety measure, we will call you at home or at work if we have not heard from you by 8:45 a.m. Please remember that school starts at 8:20 a.m. If your child is going to be tardy, please call or send him/her with a note with an explanation.

**Attendance Guidelines:** In addition to this parent and student responsibilities relative to Westminster Public Schools' attendance Policy and Procedures and Colorado State Statutes include: that more than four (4) unexcused absences in a month or ten (10) absences, of any type, in an academic year are considered excessive, and subsequent absences may require necessary documentation from medical personnel or prior approval from administration in order to be considered excused.

**Excessive Absences:** Once absences become excessive, the school will send a letter informing the parent about the absences using the above guidelines. At this point we will attempt to determine the reasons for the absences. If the attendance problem persists, an attendance meeting may be requested. The purpose of this meeting would be to determine the reasons for continued absences and, if necessary, place the student on a building-level contract. Finally, if the attendance problem is not resolved, the student and parent will be referred to the Student Services office of Westminster Public Schools.

## **HEALTH AND SAFETY**

**Medication:** Whenever possible, your child should take their medicine at home. We cannot give any medication (prescription or any over the counter types) at school unless a Medication Permission Form has been completed and signed by you and your doctor. This includes but is not limited to cough drops, sunscreen, and inhalers. In these cases, medicines will be kept in the office and your child will take it there. The medicine must be in the original prescription container and properly labeled with the date, child's name, name of the medicine, directions for taking the medicine and the name and telephone number of the doctor who prescribed the medicine. These forms are available in the office.

**Immunization Record:** A complete immunization record is required by the State of Colorado for all students and the school must keep on record a copy of the original immunization record from the doctor's or clinic's office.



**Recess:** Fresh air and some outside activity are necessary every day if students are to stay healthy and physically fit. Therefore, students will go outside for recess unless they have a doctor's note. On wet weather days or when the temperature is below 20 degrees, recess will be inside. Remember, students should dress warmly in the wintertime, but it is usually a good idea to always bring a jacket to school for our changing Colorado weather.

**Fire Drills:** These are conducted once a month and should always be taken seriously. They provide students with the opportunity to learn good fire safety skills and the escape routes from the classrooms.

**Tornado Drills:** Two tornado drills are held each school year, one in the fall and one in the spring. Like the fire drill, these drills give students the opportunity to learn the correct thing to do during a tornado.

**Lockdown/Lockout Drills:** Two lockdown/lockout drills are conducted each school year. These are conducted by District personnel who come to the building to take us through the process of what to do in the case of an intruder or an emergency in the school vicinity. During these drills, students will not be released to parents for an early appointment until the drill is completed. These drills have become necessary in recent years to educate students and staff in what to do in the case of an unforeseen emergency.

**Reunification:** In the case of a controlled release, students will be dismissed in an orderly fashion to parents and guardians WITH an identification only to the gyms in either building. While this procedure can be timely, it is important to maintain the safety of our students.

## **DRESS CODE**

All students at the Colorado STEM Academy are expected to wear the designated uniform. This consists of Colorado STEM Academy attire that has the school's logo and has been provided by the school. Beyond the STEM shirt, students should wear appropriate pants or shorts based on district policy. Shoes and socks should be appropriate to the weather. Students will need closed toe shoes for PE and technology education classes. Shoes with raised heels are not recommended as they can cause children to fall and get hurt when on the playground. Students should dress appropriately for the weather so that they are comfortable and able to complete school work without disturbing others. In the winter, this includes items such as a coat, hat, gloves and boots. Good personal grooming and clothing habits allow students to be more productive on a consistent basis and, in addition, boosts their self esteem. For any questions regarding the Dress Code, please refer to the Westminster Public Schools Dress Code Policy.

## **RESTROOM AND HALLWAY PROCEDURES**

- Hallways are designated as a "quiet zone" during class times.

### **Entering the Building (Before School)**

- Students may come to school at 8:00 a.m. at which time we have supervision in the gym. Students should not be on campus before 8:00 a.m.
- Students line up at their designated place in the gym when the bell rings at 8:20 a.m.

### **Exiting the Building (After School)**

- All students will be dismissed based on their student dismissal plan that is signed at the beginning of the year. Please refer to the dismissal plan packet for any questions regarding your children.
- K-1 students will be dismissed at 3:30 with a 'hand-to-hand' pick up policy

- 2-5 students will be dismissed via driveline from 3:38-3:50.
- Students being dismissed via Driveline will be called out of their exit when their pickup car has entered the line that is designated for student pick up.
- Driveline requires that the vehicle that is being used to pick up a child has the proper number (distributed at the beginning of the year) displayed so that a student can be notified to exit the building.
- After Driveline, at 3:50, elementary students walk to designated exit accompanied by their teacher.
- Elementary aged students that are walking will be allowed to exit the building and walk home at 3:50.
- All teachers wait outside at their designated location until all students have been picked up or if walking, have left school grounds.
- Elementary students who have not been picked up by 3:55 p.m. will be escorted by their teachers to the main office and can be picked up by parents from the main office. Parents should try to pick up their children as soon as possible after the 3:38 p.m. release. While we work hard to work with families running late, there is no supervision after 4:00 and students may be released to authorities if tardiness becomes excessive. We recommend that families sign up for our after school program through Hyland Hills if students will be picked up after 4:00.
- Middle School students will be dismissed at 3:38 p.m. via their personal dismissal plan that will be created at the beginning of the year. All middle school students are expected to be out of the building by 3:50 p.m.
- Students who need to re-enter the building for after school activities, water, pencils, notepads, etc., must enter through the front door. Those students will be escorted back into the school by a teacher at 4:00 p.m. to begin their after school club.

### **BREAKFAST AND LUNCH PROGRAMS**

Breakfast is free to all Colorado STEM Academy students through a state funding grant. Free/reduced lunch applications are completed by all families for us to qualify for this funding source. Applications are available in the school office. Students eat breakfast in their classrooms at the beginning of the school day. Lunches are free for students in grades K-5 and are available for a minimal price to students in grades 6-8.

Students who choose not to eat the hot lunch provided by the school may bring a lunch from home. If a student brings a lunch from home, he/she may buy a carton of milk in the cafeteria for \$0.30. Free milk is provided only with the school made lunch. Each student is assigned a lunch number code to credit their lunch account on the computer. To help maintain a safe lunch room, students are not allowed to share food per school board policy.

### **LUNCHROOM RULES**

Student courtesy and politeness are expected at all times and each student must practice good table manners while in the cafeteria. The following rules must be followed:

- Students must follow the directions from the cafeteria supervisor;
- Students should talk softly in a conversational tone;
- Students should not share food from their trays;
- Students should leave the lunch table area clean and neat;
- After eating, and when dismissed, students must go outside or to their designated area for indoor recess;
- Students must have a pass to go back to the classroom or hallway.

### **FIGHTING**

Fighting is inappropriate and not allowed on campus or at school sponsored activities. If a student is involved in a fight s/he may/will be suspended from school and may face more severe consequences based on Westminster Public School's discipline matrix.

## **BULLYING**

We have a "zero tolerance" policy when it comes to bullying. We will follow the WPS discipline matrix for all incidents involving bullying.

## **PERSONAL PROPERTY**

A student's personal property should be kept in the school desk with one exception. Money should remain in a student's pocket or purse at all times. We recommend that students bring only small amounts of money to school if purchasing lunch or t-shirts. All coats, jackets, tennis shoes, hats, gloves, boots, etc. should have the student's name clearly marked on the inside.

- Toys, iPods, radios, electronic games, Laser pointers, stuffed animals, etc. are **NOT** to be brought to school and will be confiscated;
- All personal and family valuables should be left at home (any items that a student brings to school become their responsibility);
- Any hazardous items such as knives, guns, water pistols, explosives, Chinese stars, and tobacco or drug-related items will be taken away immediately and the student will be dealt with in accordance with district policy and state law;
- House keys should be kept in a safe place (a small chain around your neck might be a good way to keep track of your house key).
- Colorado STEM Academy is not responsible for any lost or stolen money or property.

## **COMPUTER ETHICS**

Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially important in the computer environment. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, cyber-bullying, and copyright violations are grounds for disciplinary action.

## **COMPUTER LAB/ CHROMEBOOK/IPAD ETIQUETTE**

All students are asked to follow a simple set of rules which are intended to make the lab experience as pleasant as possible for everyone, while making sure the equipment is protected from any careless behavior. The following are the basic rules we ask of all students:

- No food or beverages are allowed around devices.
- Make sure all equipment is in working order at the beginning and end of each class.
- Log-in with their own username and password.
- Downloading of videos, music, games, or playing network games is prohibited.
- Viewing videos, music, games, or playing network games is prohibited.
- Log out when finished with the computer.
- Students who intentionally access inappropriate sites or vandalize either the hardware or files will receive disciplinary action that may result in loss of computer privileges.

## **PHONE USE**

Cell phones are **not** permitted in the classroom unless it being used for academic purposes and approved by the teacher. Students may use the student phone in the front office for an emergency only. The following

are not considered to be emergencies and should not take office personnel time away from more important duties:

- Forgotten homework;
- Forgotten musical instruments;
- Notifying parents of regularly scheduled after school activities; and
- Arranging with a parent to visit a friend's house after school.

During class times, students must get permission from their teacher before coming to the office. Please inform your student in the morning before coming to school if his/her after school plan will be different than usual. A student should not have to call home to see whether they are walking or being picked up.

## **Student Use of the Internet and Electronic Communications**

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) has vast potential to support curriculum and student learning. They should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The District recognizes that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the District. Students shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that may be harmful to minors.

## **Blocking or filtering obscene, pornographic and harmful information**

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the District, shall be installed on all District computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

## **No expectation of privacy**

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and

information accessed/received through District computers and computer systems shall remain the property of the school district.

### **Unauthorized and unacceptable uses**

Students shall use District computers and computer systems in a responsible, efficient, ethical and legal manner.

Because this technology and ways of using technology are constantly evolving, every unacceptable use of District computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is not related to District education objectives.
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion.
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, sexual orientation, disability or handicap.
- For personal profit, financial gain, advertising, commercial transaction or political purposes.
- That plagiarizes the work of another without express consent.
- That uses inappropriate or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation.
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including information protected by confidentiality laws.
- Using another individual's Internet or electronic communications account.
- That impersonates another or transmits through an anonymous re-mailer.
- That accesses fee services without specific permission from the system administrator.

## **STUDENT BEHAVIOR SUPPORT**

Dear Colorado STEM Academy Parents:

Colorado STEM Academy is proud to be a "Positive Behavior Intervention Support (PBIS)" school. What does this mean? PBIS is a statewide program that teaches staff, students, and parents to develop a positive plan to prevent problem behavior and to directly teach and model for students how we expect them to behave. It does not mean there are no consequences for misconduct; indeed there are. PBIS is a system that has an instructional focus that requires us to do the following:

- **Teach and model behavioral expectations directly.** We teach them often and we teach them in context. For example, we take students to the lunchroom and show them what is expected of them when they are there.
- **Teach social behaviors like academic skills.** Students are often different kids at school than they are at home, behaving to have fun rather than as they have been taught by their parents. Part of our job is to teach students how to act appropriately in all school settings.
- **Maximize student academic engagement and success.** When teachers and students are clear about behavioral expectations, they are more comfortable and spend more time focused on learning. That's what we are all about—as much time as possible spent on productive, meaningful learning.

Behavior Referrals: Consequences will be given for misbehaviors. Our teachers follow a progressive system of discipline. They first try to correct the behavior within the classroom and in cooperation with you, the parent. If this does not produce better behavior, your student may receive a minor or major Office Discipline Referral. Minor infractions are handled immediately by the adult in charge; major misbehavior results in a visit with the principal or assistant principal and further consequences.

As parents, please help us support your child by modeling good behavior at home, by supporting the school when we impose a consequence, and by praising your student's good behavior frequently. We look forward to working with you to make our students models for other students and the community.

Sincerely,

Brenda Martin  
Principal

## Arts Explore for Primary and Elementary Students at CSA East

Arts Explore is the name of our Specials/ Electives course for students. At CSA, we work hard to offer a variety of electives options for students to help foster student interests and educate the whole child. At the primary and elementary levels at CSA East, students will have the opportunity to rotate through technology, art, music, and PE every three weeks. Due to the dynamic nature of our elective classes and our extended day schedule, students will have this rotation for 75 minutes each day! Technology and art will require the full 75 minutes to complete projects while PE and music will split into two 38 minute blocks on their rotations. Students will need to wear tennis shoes on PE days and closed-toed shoes on technology days.

<b>August 8-31</b>	<b>A</b>	<p style="text-align: center;"><b><u>A Days</u></b>            Technology- Marantino/ Brooks            PE and Music- Pitz/Daley            Art- Summers/ McCormick            Music/ PE- Schmuttermair</p>
<b>Sept. 6-23</b>	<b>B</b>	
<b>Sept 26- Oct 14</b>	<b>C</b>	
<b>Oct 17-Nov 4</b>	<b>D</b>	<p style="text-align: center;"><b><u>B Days</u></b></p>

Nov. 7- Dec. 2	A	Technology- Schmuttermair PE and Music-Marantino/ Brooks
Dec. 5-Jan 13	B	Art- Pitz/ Daley Music/ PE- Summers/ McCormick
Jan 16- Feb. 3	C	<b>C Days</b> Technology- Summers/ McCormick PE and Music-Schmuttermair Art- Marantino/ Brooks Music/ PE- Pitz/ Daley
Feb. 6-Feb 24	D	
Feb. 27-Mar 17	A	
Mar 20- April 14	B	<b>D Days</b> Technology- Pitz/ Daley PE and Music- Summers/ McCormick Art- Schmuttermair Music/ PE- Marantino/ Brooks
April 17- May 5	C	
May 8-May 26	D	

### **Arts Explore for Intermediate and Middle School Students at CSA West**

Arts Explore is the name of our Specials/ Electives course for students. At CSA, we work hard to offer a variety of electives options for students. At CSA West, all students will rotate through technology, art, music, and PE for the *first hexter only*. During this time, students will have the opportunity to learn more about each elective and determine their own interests. During this class, students will complete an interest survey to help with electives placements for the remainder of the year. Selected classes will begin at the start of the second hexter on on September 26<sup>th</sup>. Students will need to wear tennis shoes on PE days and closed-toed shoes on technology days.

### **Kindergarten-Specific Policies and Procedures**

*Purpose and Philosophy of program:* Colorado STEM Academy believes in the value of providing comprehensive early childhood education services at the kindergarten level. To that end, the school is committed to offering full day kindergarten for all students. Colorado STEM Academy is dedicated to preparing students for continued education and workforce readiness through the integration of the STEM fields. Our students, staff, and community strive to create student leaders through the use of authentic and collaborative learning opportunities.

*Ages of Children Accepted:* Colorado STEM Academy kindergarten accepts students who are 5 years old on October 1. Students who are 6 years old by October 1 will be placed in the Level 01 classrooms.

*Services for Children with Special Needs:* Students with special needs are welcome and accepted at CO STEM Academy. An intervention team will work closely with parents upon admission to ensure that students' IEP/504 are able to be met at the school

*School Hours:* 8AM-4PM.

*Incident/hot weather* – Students in the kindergarten program at CO STEM Academy are provided multiple recess opportunities each day. However, if the temperatures are above 90 degrees or below 20 degrees or the staff determines the weather is too hot or cold to be outside, students will be brought indoors and provided gross motor activities inside.

*Admission Procedures:* Students are admitted on a space-available basis. All kindergarten students must apply and be screened by CO STEM staff.

*Itemized Fee Schedule:* Fee schedule for kindergarten students is available upon request. CO STEM Academy does accept Colorado Child Care Assistance Program (CCCAP).

*Identifying where children are at all times:* Students in the CO STEM kindergarten will remain in the care of the school teaching staff at all times. When students are at recess they will be supervised by playground supervision staff.

*Discipline:* Colorado STEM Academy is proud to be a “Positive Behavior Intervention Support (PBIS)” school. What does this mean? PBIS is a statewide program that teaches staff, students, and parents to develop a positive plan to prevent problem behavior and to directly teach and model for students how we expect them to behave. It does not mean there are no consequences for misconduct; indeed there are. PBIS is a system that has an instructional focus that requires us to do the following:

- **Teach and model behavioral expectations directly.** We teach them often and we teach them in context. For example, we take students to the lunchroom and show them what is expected of them when they are there.
- **Teach social behaviors like academic skills.** Students are often different kids at school than they are at home, behaving to have fun rather than as they have been taught by their parents. Part of our job is to teach students how to act appropriately in all school settings.
- **Maximize student academic engagement and success.** When teachers and students are clear about behavioral expectations, they are more comfortable and spend more time focused on learning. That’s what we are all about—as much time as possible spent on productive, meaningful learning.

*Behavior Referrals:* Consequences will be given for misbehaviors. Our teachers follow a progressive system of discipline. They first try to correct the behavior within the classroom and in cooperation with you, the parent. If this does not produce better behavior, your student may receive a minor or major Office Discipline Referral. Minor infractions are handled immediately by the adult in charge; major misbehavior results in a visit with the principal or assistant principal and further consequences.

*Notifying parents for injuries:* Students who are ill or who become injured at school will be provided appropriate medical care in the main office by office staff and/or the school nurse. Parents will be notified at the end of the school day for minor injuries and immediately for major injuries.

*Emergency Response:* CO STEM Academy follows all emergency procedures of the Westminster Public Schools Emergency Plan. This plan is available in the main office upon request.

*Transportation:* Students at CO STEM Academy do attend field trips throughout the school year. Students are transported on WPS school buses and parental permission is acquired in writing before students are



transported. Students are expected to follow all transportation safety rules and bus drivers/monitors have been through numerous trainings on appropriate student transportation and supervision.

*Field Trip Supervision:* Students on field trips are supervised by school staff and volunteers who have been through the district background check process. If a student arrives late to school on a field trip date and the students have already departed, that student will be placed in another classroom at the school until his/her class returns to the premises.

*Television/Media:* On occasion, students may watch films or educational videos while at school. These films will be educational in nature, and be appropriate for the age group. Teachers will inform families of film names and viewing dates ahead of time. Any questions about specific films should be addressed to the classroom teacher or building administration.

### **Student Release:**

- Parent/Guardian will need to provide an up-to-date list of people who are approved to pick up their child. Names should include telephone numbers.
- An individual will be asked to show photo identification if we do not know him/her.
- If, in an emergency, someone not on the list must pick up the child, the parent/guardian must call the office with the name of the person. **We cannot and will not release the child if we do not receive the telephone call.**
  - Social Services to pick up a child if his/her parents have not arrived by 11:15 am/3:55 pm and we have not been notified of an emergency.
- Please note this is a smoke-free facility and grounds. No one is permitted to smoke on the school grounds, in the building or on buses. We ask that parents refrain from smoking if you are attending a field trip with our classes.

*End of Day Procedures:* The classroom teacher will check over the sign-out sheet at the end of each day and sign it to acknowledge that all children who have been signed out have gone home. If a child's parent or guardian is over 10 minutes late for pickup, that child will be brought to the office and left in the care of the office staff. If no one has arrived after 4:00 for pickup and no parent/emergency contact can be reached, the local police department will be called to pick up the child.

*Medication at School:* If medication must be administered at school, a written authorization from the physician must be provided to the school along with a written consent by the parent (Colorado State Regulation, Section. A-7415.7.). See the secretary for a "Permission for Medication" form. It is the general policy of Westminster Public School's that only children who must have medication at school are permitted to do so. If this is the case, the family must be in contact with the school nurse. All medication issues and special health conditions must be arranged before a child will be permitted to begin attending school.

*Children's Personal Belongings and Money:* Students' personal belongings will be stored in the classroom on hooks/in cubbies. Students are asked not to bring money to school.

*Meals and Snacks:* All meals will be provided in the school cafeteria under the supervision of the Nutrition Services staff. Snacks and meals meet all requirements of the National School Lunch program.

*Visitors:* Visitors to the school will be asked to sign into the main office, state their reason for visiting, and obtain a visitor's pass.

*Filing a Complaint/Reporting Child Abuse:* CO STEM Academy kindergarten is a facility licensed by the Colorado Department of Human Services. This license indicates that the CO STEM Academy has met the regulations for the operation of a school-aged child care facility. If you should have any questions regarding the operation or procedures of the preschool, you may call any of the following phone numbers.

Westminster Public Schools Educational Services Center - (303) 428-3511

Adams County Department of Human Services – (303) 412-8121

Colorado Department of Human Services – (303) 866-5958

All Westminster Public Schools' child care facilities make the utmost effort to provide a safe and healthy environment for all children. On a rare occasion, an incident of physical or sexual abuse may occur in your child's life. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in Adams County is **(303) 412-5212**.

**CO STEM Academy staff is committed to advocate for children's welfare and is obligated by federal law to report any specific concerns of abuse to any child. Should any of these concerns exist, a report to the Department of Social Services must be made.**