

STOBER ELEMENTARY SCHOOL

Family & Student Handbook

2022-2023

Our Vision...

*... is to develop caring and responsible citizens
in an academically enriched school
that builds a foundation for lifetime opportunities.*

Mission Statement

At Stober it is our mission to inspire all students through a rigorous curriculum and a caring environment to think critically and creatively to become fearless, self-directed learners as well as respected, responsible members of the global community.

We believe...

- In a strong partnership between parents, students, staff, and the community. Together we have a shared responsibility in our students' education. Communication is essential.
- Our purpose as a partnership is to provide a safe, productive, enriched environment that is conducive to high standards of achievement and behavioral expectations.
- In instructional strategies that are based on differentiated learning and best practices that embrace the diverse learner.
- In guiding children to assume responsibility for their actions and take ownership for their learning.
- In a strong commitment to on-going professional development.

APPROPRIATE DRESS - School Board policy states, "The appearance or dress of students shall not be disruptive to the educational process or constitute a health or safety hazard." School staff reserves the right to ensure all students are dressed appropriately. Shoes should be laced and tied as intended. Shoes with wheels are not permitted. Any top that would allow undergarments to be shown is not allowed. Hats are not to be worn in school. Please help us protect your child by insisting that adequate clothing be worn during the winter (hats, gloves, boots, etc.) and **label all clothing**. We will send all children outside except on the coldest, wettest days. Fresh air and exercise have a positive effect upon student learning.

ATTENDANCE - Students are expected to attend school each day and be on time. The school day begins at 8:20 am. Students arriving after 8:20 are considered tardy and will need to stop in the office for a tardy slip. Chronic tardiness and absences affect your child's success in school. If a student is going to be absent or tardy, parents must call the attendance line 303-982-7604, option 1, before 9:00 am. Please be aware that if the school has to contact the parent/guardian in the case of an absence or tardy, said absence/tardy will be marked as unexcused, per district policy. Chronic absences/tardiness will be processed according to district policy and state attendance laws (See code of conduct for details). When days are missed, the child does not receive the benefit of the instruction which is provided. Make-up work is never the same as the instruction provided by the teacher in the classroom. Students will be held accountable for missed work. **In the case of an absence, please make every effort to contact the office or classroom teacher early in the day to request homework. In the case of a scheduled trip, please contact your child's**

teacher prior to the absence in order to make arrangements for missed work. If you know your child will be absent three or more days in a row, a prearranged absence form must be filled out 3 days prior to the absence, whenever possible. Otherwise, they will be marked unexcused. Even if you have contacted the teacher to make them aware of an absence or tardy, you must still contact the office so they are aware.

We support your judgment about your child's health and reinforce that sick children should not be at school. If students have chronic absences due to being ill, a note from a physician may be required in order to excuse the absence. If your child is determined to have a medical condition which warrants chronic absences, please provide us with a physician's medical diagnosis.

CAFETERIA - District Cafeteria Food Charging Policy

- Families are expected to keep student meal account(s) current.
- Families may add funds to the student School Cafe account at www.jeffcoschoolfood.org or may bring cash or check to the Stober cafeteria.
- Charged meals are tracked in the student's meal account
- Students may not purchase a la carte items with cash when their account is in the negative.
- Student Lunches cost \$3.25, Milk \$1.00, and Breakfast \$2.00

Delinquent Debt – As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectible, and efforts are being made to collect them. Delinquent debt, or a negative balance, remains on the accounting documents (accounts receivable) until it is collected. The district will reach out to families to alert of negative balances.

The USDA waiver has expired and free breakfast and lunch will no longer be available for all students. Families who believe they may be eligible for free or reduced lunch must complete the Free and Reduced Lunch application (See Free/Reduced Lunch Section).

Family members are welcome to visit during lunch time. It is expected that any visitor signs in at the main office and conducts themselves in a manner that does not interfere with other students or staff's ability to complete their job responsibilities.

CHECK IN/OUT PROCEDURE - If you are visiting a classroom, **you must check in at the office prior to your visit.** In the event of an early pick up, parents/guardians must sign the student(s) out in the office. If another adult will be picking a student up, please notify the office. Children are never sent home in the middle of the school day, without being released to a parent/guardian or other authorized adult.

COMMUNICATION

Please visit the Stober website to remain updated on upcoming events and important information. Please read the Weekend Update that will be sent to your email every Friday. This communication provides all the necessary information for upcoming events as well as the upcoming calendar. To ensure that you receive email communications from our school, be sure to update all of your personal information in the Infinite Campus Parent Portal.

DISCIPLINE - SCHOOL SAFETY AND CITIZENSHIP REGULATIONS

Children come to Stober Elementary to learn, to play and to grow. Our goal is to create a safe and positive learning environment, to provide equitable and consistent treatment of all students, and to develop self-disciplined, responsible and ethical behaviors at Stober. The Stober Discipline Plan has been developed collaboratively with staff and parents to accomplish this goal. We have created a comprehensive discipline plan for Stober that includes a referral process, school rules, consequences and interventions. Please read and discuss the Jefferson County Conduct Code book and Student Handbook with your child(ren).

FIELD TRIPS - Field trips are scheduled to provide students with learning experiences not readily available in the classroom. Most field trips require bus and entry or activity expenses. Please help your children learn to be responsible for the money they bring to school by providing a safe place for it to be kept. The school will not be responsible for lost money. Permission slips for a field trip need to be returned prior to the day of the field trip.

FREE & REDUCED LUNCH - USDA waivers allowing for meals at no cost for all students were not extended for the 2022-23 school year, and meals are no longer free. Meals will be charged based on a student's free, reduced or paid eligibility. It is very important that families complete the Free and Reduced Meal application for this school year, beginning July 1, 2022.

Free and Reduced Meal applications can be submitted online at [SchoolCafe](#), as this allows for the fastest processing and notification to families. Paper applications are available upon request from the Free & Reduced Lunch Specialist, 303-982-6916.

FRIDAY FOLDERS – In order to facilitate communication between school and home, weekly folders with completed student work, class announcements, and other important information will be sent home once a week. Be sure and sign the folder acknowledging receipt and have your student return it to class the following day.

HEALTH - **If a child runs a temperature of 100° F, and is truly ill, or has an injury that appears to require medical attention, parents will be called and will be expected to come immediately.** In the event that a child's life or safety is jeopardized due to accident, illness, or any unknown cause, the school may call for emergency assistance. Please help us to meet the needs of your children by not sending them to school ill or with undiagnosed rashes or physical problems, and by helping them to recognize and understand the real signs of illness. Students who are feeling sick, must check in with the Health Aide prior to calling home.

If your child is running a fever in the morning, we ask that you do not bring them to school. We will be calling parents or guardians for all students who are running a fever and students will need to be picked up promptly.

IMMUNIZATION LAW - Immunization requirements, as stated in Colorado law, will be strictly enforced for all school children. **Students with immunizations not up to date will not be allowed to attend school.**

INFINITE CAMPUS PARENT PORTAL – This is an online system that is available to parents/guardians and provides the ability to enter or update student information anytime and anywhere. Stober communicates with parents/guardians through phone messages and email. This portal will ensure that the most recent data is in the Student Information System. This information is used for the protection of your child in case of a serious accident or illness. Ensure that all adults that may be picking your child up from school are listed in the portal as an emergency contact. All students should have at least ONE emergency contact listed under their profile. Please make sure to check the Infinite Campus Parent Portal periodically to ensure accurate information is provided.

ITEMS BROUGHT FROM HOME - Children are to leave toys and electronics at home unless pre-approved by their teacher. Cell phones may be brought to school but must be turned off and placed in a backpack upon arrival at school. Shoes with rollers are discouraged. Rollers will not be allowed on school grounds. The school is not responsible for the loss of personal items and reserves the right to confiscate items which interfere with learning and safety.

MEDICATION - All medication including over-the-counter must be accompanied by a MEDICATION AGREEMENT. These forms are available from the Stober office. **All medication must be provided in the original pharmacy/over the counter labeled containers.** The label must show the child's name, and directions for use. **If your child requires over the counter pain medication, cough drops, cough medicine, or allergy medication, these must be provided by the parent.** The health aide and/or

office staff will dispense medication only according to the directions on the bottle for one day without a completed MEDICATION AGREEMENT form. **All over the counter and prescription medication MUST have a physician's signature on the medication agreement form.**

Children must assume responsibility for going to the office at the specified time(s) for medications. **Children are not permitted to keep medication with them while at school.**

LIBRARY BOOKS/TEXTBOOKS – Students are responsible for all books checked out to them. **Books not returned in satisfactory condition will result in a fine or replacement charge.**

LUNCH AND RECESS POLICY - Children are given a 50-minute period to eat their lunch and play outside.

NON-DISCRIMINATION - The Jefferson County School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. Call 303-982-6544 with inquiries.

PICKUP & DROPOFF – To ensure student safety, we ask that all families and caregivers comply with before school and after school procedures. Cars are not permitted in the fire/bus lane. The Hug and Go Loop is for student drop off and pick up ONLY, this is not a parking lane. Students may not be dropped off or picked up from the center lane. This lane is for cars to exit the Hug and Go. Students MUST be dropped off curbside and from the inside lane (closest to the curb). This is a moving lane, and drivers are not to exit their vehicle. Parking AFTER the driveway and along the curb near the ramp is permitted, this is the only place in the Hug and Go Loop that parking is permitted. Please see the Hug and Go document included in the registration packet for more information.

The school day ends at 3:05. Any students remaining after pick-up time, will wait in the main office until being picked up. It is expected that all students are picked up promptly and no later than 3:30 pm.

PIE

PIE (Partners in Education) is our school Accountability Committee led collaboratively by a Stober parent and school administration. The committee is made up of parents, staff, community members, and school administration. The committee's role is to advise the school Principal on various areas of school leadership including budget decisions and school

performance improvement plans. Our PIE committee meets 6 times per year at 6pm on the 2nd Wednesday of the month. See school website for PIE meeting dates. All families are invited to attend.

PTA

The Stober PTA is composed of passionate and dedicated parents and staff who work together to support our school. Their mission is to provide community support through outreach, fundraisers, and community events. The Stober PTA is open to all families and holds meetings on the 2nd Wednesday of each month. This year's PTA Board members are: Michelle Applegate, Matt Martinez, Alison Pilsner and Kaley Batley. For more information please contact stoberptapresident@gmail.com or visit the Stober PTA Facebook page.

SAFETY - The decision to permit a student to use a bike and the duty to see that he/she complies with this policy and basic safety rules relating to bike use are the responsibilities of the students and parents. The School District does not undertake any responsibility for the safety of students when they are not on school grounds. The School District does not undertake the responsibility to prevent any student from coming to or leaving school on a bike. Bikes must be walked on school property. It is recommended that bikes be locked and chained on the bike rack. **Skateboards, scooters, roller blades and shoes with rollers inserted** are not to be used on school property.

SPECIAL EDUCATION - A wide variety of support services are provided for students at Stober. Students with diverse learning styles and special needs are evaluated by the special education team. If indicated, the school will work with you to provide the supports necessary for your child to obtain the maximum benefit possible from their school experience.

SUPPLIES - A copy of the supply list is on the website. Please contact your child's teacher with any questions.

TELEPHONE USAGE - To contact your child during the school day, please contact the main office. Any after school activities, i.e. going to a friend's house, having birthday parties, riding the bus home with a friend etc. **must be pre-arranged.** We will relay phone messages to your child by the end of the day.

VOLUNTEERS – Providing a quality education for children is essential, we believe that family and community engagement enhances the learning experience for all students. A cooperative effort between school and home supports your child's educational experience at Stober. Children love to see their parents involved in their education. One of the best and easiest

ways to do this is to volunteer to help at school. Parent volunteers in classes are very important. Throughout the year, many special programs and field trips come up which definitely need parent volunteers. Please be in contact with your child's teacher regarding volunteer opportunities. Our PTA will also post volunteer opportunities on the Stober PTA Facebook Page.

All volunteers at Stober will need to complete the Jefferson County Volunteer Service Application and Agreement. Background screening may also be completed on volunteers new to Stober.