



STEM SCHOOL

HIGHLANDS RANCH

Never Stop Innovating

Back-to-School Parent Info Session

Topic: Getting Informed

Parent Website

Your Hub for Parent News,
Procedures and Policies
stemk12.org/parents

STEM SCHOOL
HIGHLANDS RANCH

Financial Transparency

Students Parents **GIVE TO STEM**

Home About Us Enrollment Academics STEM Experience Calendars Contact Us

Information for Current STEM Parents

Welcome the STEM Parent Page. Informed and involved parents are so important to the success of our entire school. This page includes everything that our parents need to know while their student is enrolled at STEM.

Get Involved

Getting involved at STEM is easy. There are a variety of ways that include volunteering, the School Accountability Committee (SAC), Parent Teacher Organization (PTO), Board of Directors and more.

Click below to find information on:

- Volunteering at STEM
- The School Accountability Committee (SAC)
- Parent Teacher Organization (PTO)
- Board of Directors

[Explore How to Get Involved](#)

Get Connected

We want to hear from our families. Communication flow between STEM and our families includes our social media channels, weekly newsletters and our Communications Pathways process.

Click below to find more information on:

- Communications Pathways
- Newsletters
- Social Media Channels

[Explore How to Get Connected](#)

Get Informed

Informed families are empowered families. We want to make it as easy as possible for families to access all of the information needed to help their students have the best experience possible.

Click below to find information on:

- Student/Parent Handbook
- Transportation Management Plan/Driveline
- Attendance Information (Guidelines, Absence, etc.)
- Lunch Program
- Technology Support
- Health Services
- More

[Explore How to Get Informed](#)

Express Check-In Update

- DCSD has closed Express Check-in and will reopen it at a later date, to be determined.
- As soon as we know, we will provide that information to you.
- All families should set up their Infinite Campus accounts or verify their information.
 - Need help logging in? Email: Tiffany.Klenke@stemk12.org.

Attendance

- If your student is ill or late, please call the attendance line **(303) 683-7836 by 8 a.m.** stating a clear reason why they are missing school or if they will be late.
- Secondary: If your student is late, they must check-in at the front office prior to going to class; Secondary students will need either a note from their parents, doctor office, etc., or a phone call from the parent.
- Elementary: students **MUST** be signed in by a parent.
- The attendance dialer will inform parents if a student is absent or tardy.

Attendance

A student should not come to school/will be sent home if they exhibit any of the following:

- Skin eruptions/rashes
- Nausea / vomiting / diarrhea
- Severe abdominal pain
- Fever of 100 degrees or higher
- Eye drainage

Other conditions that are indicators of illness and are considered when determining illness are:

- Decreased activity – droopy, tired appearance
- Irritable behavior
- Sore throat / swollen glands
- Runny nose/cough

Attendance

When can a child return to school?

- After 24 hours of medication for the following conditions:
 - Strep throat
 - Conjunctivitis
 - Infected skin eruptions
 - Other conditions requiring antibiotics
- The student has been free of the following conditions for at least 24 hours:
 - Fever
 - Eye drainage
- The student has been free of the following conditions for at least 48 hours:
 - Diarrhea
 - Vomiting

Attendance

Attendance Correction Form

- Editable PDF that you can fill out, save and attach to an email to your student's teacher who marked them absent.
- The teacher will then complete the bottom portion of the form and submit it to the appropriate front office for processing.

Attendance

Extended Absence Form

- In the case that your student will not be at school for a prolonged period of time for travel, medical, etc ... it is crucial that plans be made ahead of time to help students maintain success here at STEM.
- If students are gone for 10 consecutive days, they are at risk of being unenrolled at the school. The student's spot at the school cannot be guaranteed after an extended absence encompassing the months of May through September. You will continue to receive school truancy communication.

Attendance

Extended Absence Form Process

- Contact administration with the dates of the absence
- Set up a conference or email the teacher(s) to develop a plan
- Make teacher aware of internet accessibility or other potential challenges
 - Provide a physician's note (medical) to administration

Attendance

Early Dismissal

- A student will be excused to leave class with an Early Leave Pass from the office. The student may exchange a note from the parent for the pass at the office.
 - A phone call to the office will be needed for younger Elementary School students.

The course of action that will cause the least amount of disruption to the classroom is to:

- Pick your student up during passing period
- Send a note in with your student to receive an Early Dismissal Pass (students will be able to show this to their teacher before class begins, and leave at the appropriate time).
- NO unscheduled early pick-ups will be allowed after 1:15 p.m.

Visitors/Volunteers

Raptor Check-In System

- We have a check-in (background check) system called Raptor.
- Visitors, vendors and volunteers are **required** to submit their driver's license or proof of identification to be scanned into this system before proceeding into the building.
- You must have an appointment or have signed up to volunteer in order to be approved to enter the building.

Virtual Weather Days

In the event DCSD determines that the district should follow the Delayed Opening protocol, our school will abide by its Virtual School Day Policy (from the STEM Handbook).

- When it snows, our school's operation and instructional expectations will be determined by one of these three scenarios:
 - Snow Day – Douglas County Schools (check www.dcsdk12.org) calls a snow day – school is closed.
 - Late Start Day – Douglas County Schools calls a Late Start day – school is closed and implements a Virtual School Day.
 - All Schools Open – Douglas County Schools declare Highlands Ranch area schools open – our school is open and operating to our regular schedule.

Technology Support

The Technology Support Team helps to support all of the technology needs of our students and staff, while also assisting our families with getting connected.

stemk12.org/about-us/technology-support

- Resources for New Families
- Laptop recommendations
- Quick Guide to systems
- Student Privacy Data

Technology Support

New to STEM

- Your student will have 2 emails. One that ends in @s.DCSDk12.org and the STEM email in the format of first.last@s.stemk12.org
 - You can access this email at mail.google.com
 - Default password: stem1234
- Canvas – stem.instructure.com
 - Go to the “Quick Guide to Systems” to find out how to access Canvas as a parent

Technology Support

New to STEM

- How can I get help?
 - email support@stemk12.org and someone from our IT team will respond as soon as possible
 - Call 720-864-0255 – We will not always be able to answer but will respond as soon as possible

Technology Support

How to use Canvas

- Watch this helpful tutorial on how to Use Canvas from a Parent's Perspective: <https://youtu.be/8b6Ys-piwrE>

Infinite Campus (IC) is DCSD's Student Portal that houses all information about a student, including grades, schedules, report cards, credits, transcripts and historical information.

- The IC app can be downloaded from the Google Play or Apple App Store for your Smartphone.
 - After downloading the app to your phone, use the DCSD ID QKKYJL during set-up. Student username is Last Name, First Initial and Middle Initial. (Ex: SpartanSE) No spaces or punctuation is needed.
 - Your password will be Dcsd and your student number. (Ex: Dcsd123456) No spaces and the D must be capitalized

Lunch Program

The food service program at STEM is provided by the Douglas County School District Nutrition Services. They are committed to providing the highest quality meals for your child.

- Breakfast is not served at STEM
- [K-5 Lunch Menu](#)
- [6-12 Lunch Menu](#)

Lunch is FREE for the 2021-22 School Year

Health Services

Immunizations

- We follow the same immunizations policies as DCSD. You must have your immunization forms on file prior to the start of school.

For the 2021-22 School Year

- Beginning in the 2021-2022 school year, the process of filing a nonmedical exemption will change. There will be two ways to file a non-medical exemption.
 - File the [certificate of non-medical exemption](#) WITH a signature from an immunizing provider to our School Nurse, OR
 - File the certificate of non-medical exemption received upon the completion of our [Online Immunization Education Module](#) to our School Nurse.
- Parents of students in grades K-12 claiming a non-medical exemption must file one annually. Non-medical exemptions expire June 30 each year. If you submit a non-medical exemption on or before June 30, it will not be valid for the upcoming school year unless you signed the exemption during early registration.

Health Services

Over the Counter/Prescription Medication Policies

- We have different policies for each grade level regarding over the counter and prescription medications on campus. Please link below for the appropriate grade level of your student.

Prescription and Over the Counter Policies

- [Elementary School Students](#)
- [Secondary Students](#)

Vision and Hearing Screenings

- Vision and hearing screenings are held each year at STEM. You will be notified in the coming months when they will be scheduled for this year.

Important Documents/Forms

- Located under the Health Services tab of stemk12.org/parents/get-informed

B.A.S.E Program (Elementary)

- Spartan B.A.S.E. provides care after school and full days during in-service days and school breaks for STEM Elementary students.
- The B.A.S.E. program is licensed through the State of Colorado Office of Early Childhood Education and run by the Douglas County School District.
- B.A.S.E. is staffed with at least one qualified teacher for every 15 students on site.
- B.A.S.E. provides a safe, enriching, environment, that combines quiet time for homework with enrichment activities, as well as time for free and gross motor play.
- <https://sites.google.com/a/dcsdk12.org/stem-base-website/>

Before/After School Care (Secondary)

- Spartan Morning and Spartan Afternoon program are open to all Middle and High School students on a drop-in basis. There is no need to schedule days. Both programs take place in the Middle School Cafeteria, on the West side of the building.
- Our program is only offered on days when school is in session. We do not currently offer any care on school holidays.

SmartCare Childcare Platform

- If you do not have an account or are not sure you have an account, please email Sara Phelps (sara.phelps@stemk12.org) with the subject “SmartCare.” If you do have an account please login in here: <https://smartcare.com/>

Before/After School Care (Secondary)

Rates for the Spartan Programs

- Spartan Morning Program 7-7:30 a.m. \$2
- Spartan Afternoon Program 2:55-6 p.m. \$10
- Late Pick-up Fee after 6 p.m. \$1/min

Student/Parent Handbook

<http://stemk12.org/wp-content/uploads/2021/07/STEM-School-Highlands-Ranch-Student-Parent-Handbook-2021-22-FINAL.pdf>

More information about:

- Daily Schedules
- Office Procedures and Support
- Academic, Curriculum and Accountability
- Student Support Services
- Student Support Team
- STEM Formula for Character
- Communication
- Grievance and Complaints
- Whistleblower Policy
- Disciplinary Philosophy & Procedures