



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](#)

Back-to-School Hub

Visit the Back-to-School Hub to find out all the important information to prepare for the first day of school.

<https://stemk12.org/back-to-school-2024-25-information-hub/>

Email info@stemk12.org with any questions.

Back to School – 2024-25 Information Hub



📅 July 16, 2024 📁 Athletics News, Elementary News, High School News, Home Page, Middle School News, Parent News, School News, Student News 👤 by Nicole Bostel

School Starts on Tuesday, Aug. 6

Express Check-In Update

- DCSD Express Check-In is open and we are asking all families to complete this step (Phase One) by Monday, Aug. 5.
 - If having difficulty with DCSD Express Check-In, please call DCSD IT. We cannot help with this part.
- STEM's Express Check-In (Phase Two) was emailed on Saturday, July 27.
 - Email includes the STEM Express Check-In Google Form
 - Please complete by Monday, Aug. 5.

Attendance (Page 46 in Handbook)

- 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, (after 7:50 a.m.) 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 after 7:45 a.m.
 - You will be asked to park and walk your student inside.
- The attendance dialer will inform parents if a student is absent or tardy.

Attendance (Page 48 in Handbook)

Tardies

Being tardy is the failure to appear on time and is considered a form of absence. Tardiness is defined as not being in the student's designated seat, with all materials setup, when the bell rings. Teachers may further define a tardy policy in their course syllabus.

- Students will be disciplined in accordance with the STEM School Highlands Ranch discipline policy listed below.
- Students can earn an unexcused absence by acquiring three (3) tardies.
- Students who are more than 10 minutes late for class will earn an unexcused absence.
- Students who accumulate five (5) unexcused absences may be denied credit for the course.
- Common problems such as car trouble, oversleeping, or forgetting materials in a locker are unacceptable reasons for tardy arrivals to school or class
- A tardy to a student's first class of the day can only be excused with a doctor's note

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. (**Important first step**)
- The teacher will then complete the bottom portion of the form and submit it to the appropriate front office for processing.

Attendance (Page 48-49 in Handbook)

Truancy

- There is a detailed four phase process during the Truancy process.
- Please familiarize yourself with all the phases so that you are aware of what to expect.
- Attendance is crucial to each student's success

Attendance (Page 47 in Handbook)

Extended Absence Form

- In the case that your student will not be at school for a prolonged period of time (three or more consecutive days) for travel, medical, etc., it is crucial that plans be made ahead of time to help students maintain success here at STEM.
- Four (4) unexcused absences during any one month or a total of ten (10) unexcused absences during any school year will qualify the students as “habitually truant” and may result in court proceedings to enforce Colorado’s mandatory school attendance law, according to DCSD policy.

Attendance

Extended Absence Form Process

- Contact administration with the dates of the absence- Extended Absence Form
- 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 (Page 49 in Handbook)

Early Dismissal

- Any student that needs to leave during the school day can be signed out by a parent via their respective front offices.
- To expedite the process, please call ahead to inform the office that you're coming.

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).
- Please refrain from all early picks ups after 2 p.m. This impacts their instructional day and also impacts our driveline.

Attendance (Page 49-50 in Handbook)

Closed Campus

- STEM School Highlands Ranch is a closed campus for students in grades K through 9.
- Once students have begun their school day, they are required to remain on campus until the completion of the school day unless appropriate arrangements have been made and/or approved by a parent or guardian.
- Students in grades 10th-12th will be granted open campus privileges during the student's designated lunch period only.

Leaving School

- Upperclassmen (grades 10th-12th graders) are permitted off campus privileges during off periods.
- All other students are not permitted to leave school grounds at any time during the school day.
- If a student must leave because of illness, medical appointments, or family emergencies, a parent must sign their student out.
- Returning students must sign-in at the office.
- Individual teachers do not have authority to excuse any student from the school during the school day.

Attendance - Health Related

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 - Health Related

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

Visitors/Volunteers (Page 23 in Handbook)

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 (Page 50 in Handbook)

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 and STEM has a SNOW DAY**
 - 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.**

Cell Phone Policy (Page 36 in Handbook)

NEW for the 2024-25 School Year

- The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period.
- As soon as the threshold of the classroom or any prohibited area is crossed during the school day, cell phones need to be put away in the cell phone pocket of the classroom or the student's backpack in the cafeteria and made undetectable (i.e., silenced without vibration).
- Please see the guidelines in the Student-Parent Handbook.

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: STEM Spartan1!
- 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

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
2024-25 School Year***

What makes a "Free Meal"

Students must select a meal that meets the requirement for a reimbursable meal.

They must have a 1/2 cup serving of either Fruit or Vegetables to meet that requirement*

*Incompleted Meals will be charged A La Carte Pricing and will require funds on your student's account.

IN ORDER FOR THE MEAL TO BE CONSIDERED REIMBURSABLE 3 OF THE 5 COMPONENTS MUST BE TAKEN WITH 1 OF THEM BEING A 1/2 CUP SERVING OF FRUIT OR VEGETABLES. STUDENTS MAY CHOOSE TO TAKE ALL 5 COMPONENTS

IF THE MINIMUM REQUIREMENT FOR A MEAL IS NOT MET, A LA CARTE PRICING WILL BE CHARGED.

OFFER VS. SERVE IS USED IN ALL OF OUR CAFETERIAS

Lunch Program

- The District is asking all families to complete the Free and Reduced Lunch Program application. You can find more information here:
<https://sites.google.com/dcsdk12.org/dcsd-nutrition-services/free-reduced>
- While you're completing the application, please make sure to check the box that allows for the information to be shared with your student's school. Sharing this information with STEM allows for your student to be eligible for more benefits throughout the school year.

Do I need to fill out a Free and Reduced Application?

YES! While all Meals are now considered free, we still highly encourage you to fill out a Free and Reduced Application.

Applications benefits include*:

- More Funding for Your School
- Free/Reduced School Fees
 - Athletics
 - Transportation
 - Field Trips
 - AP Fees
- P-EBT
- More Summer Feeding Locations
*if approved

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 2024-25 School Year

- 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 Afternoon program are open to all Middle and High School students on a drop-in basis. There is no need to schedule days. The program takes 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 enrichment@stemk12.org with the subject “SmartCare.” If you do have an account please login in here: <https://smartcare.com/>

Student/Parent Handbook

[Click here to view](#)

Questions?

The background features a white upper section and a lower section with wavy, overlapping shapes in orange and blue. The orange shape is on the left and bottom, while the blue shape is on the right and top, creating a dynamic, abstract design.