

LUKAS ELEMENTARY STUDENT/PARENT HANDBOOK 2017-18



Address: 9650 W. 97th Ave
Westminster, CO 80021

Office Hours: 7:00am – 3:30pm
School Hours: 7:45am -- 2:30pm

Main Office: 303.982.0368
Attendance: 303.982.0340
Fax Number: 303.982.0369
Cafeteria Manager: 303.982.0362

Website: <http://lukas.jeffcopublicschools.org/>

Mascot: Skywalkers
Colors: Bright Red and Royal Blue
Articulation Area: Standley Lake

The Lukas Student/Parent Handbook is meant to compliment the [Jeffco Public Schools' Parent and Family Handbook \(Code of Conduct\)](#). Our school handbook does not replace or supercede it.

Each year prior to registering, all families are required to electronically acknowledge review of the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct). The link to review the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct) in English is [here](#). The handbook is also translated into [Spanish](#), [Russian](#), and [Vietnamese](#).

Thank you in advance for your cooperation in carrying out policies and regulations written in both the Lukas Student/Parent Handbook as well as the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct).

Nondiscrimination Disclosure: The Jefferson County School District R-1, does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin or age in its programs and activities. The [Office of Employee Relations and Legal Services](#) has been designated to handle inquiries regarding all nondiscrimination policies, including Title IX and sexual harassment.

School Song

Written by: Melissa Bustamante, Julie DeHaven, Michelle Fowler, Monica LaFata in 1990

We're the Skywalkers and we're here to say,
Lukas Elementary is the place to stay.
Please try hard to be your very best,
Because we're much better than all the rest!

CHORUS

Lukas Elementary is the greatest school
around.
Learning different subjects make us feel
proud.
Look around the corner and you will find,
Students working hard to improve their
states of mind.

We wear our colors bright red and royal
blue.
The principal and teachers wear those
colors too.
We get awards for doing our best,
Reading, math, writing and all the rest.

CHORUS

CHEER

We're flying high up into the sky with our
Abilities, might and our school pride.
Yea Lukas!!!!

Lukas Mission and Beliefs

At Lukas Elementary, children are at the heart of everything we do. The mission of the Lukas Elementary School Community is to educate our students to successfully, positively, and actively contribute to a diverse society. We believe in respect, responsibility, and the right to learn.

We believe in . . .

Respect

- Diversity is honored, shared, and celebrated.
- Adults model trust, honesty, and respect in human relationships for children to learn these values.
- Children learn best when parents and educators work together.

Responsibility

- Continuous learning is a lifelong goal for students, educators, and parents.
- Educators are professional and caring.
- School instructional practices reflect current educational research and a focus on results.
- Students contribute to their own learning.
- Parents are their child's most influential teacher.

Right to Learn

- Children are entitled to live and learn in a physically and emotionally safe environment.
- All children will learn, and are capable of learning and succeeding to their highest potential.
- The arts, music, and physical education are vital components of a child's education.

Positive Behavior Interventions and Supports: C.A.R.E.

Lukas Elementary uses Positive Behavioral Interventions and Supports (PBIS) to promote a positive school community and culture. Our school motto is C.A.R.E., which stands for:

Community

Accepts Responsibility

Respect

Excellence and Effort

School Day

School begins at 7:45am and ends at 2:30pm.

It is tradition on the first day of school at Lukas to have all students line up behind their classroom teacher on the front blacktop beginning at 7:30 a.m. For those new to the school, know that teachers will be holding an identifying sign so your child will know who to stand behind. The principal will say a few words at 7:45 a.m., we will pledge allegiance to the flag, and then parents will get a few moments to take pictures before children head into school with their teachers. Parents are then cordially invited by our wonderful PTA to have coffee and some light refreshments after the children leave.

After the first day, we will begin our regular procedures. Students may enter the building beginning at 7:30a.m., when staff reports for supervision. There is no supervision prior to 7:30a.m. so please make sure to drop off your child after that time. There is no tardy bell so students arriving after 7:45a.m. will be considered tardy.

After school, students exit the building at various location points to ensure an orderly and safe exit. Kindergarten students exit through the kindergarten doors and into the small courtyard. 1st and 2nd grade students exit the front of the building through the gym doors. 3rd through 6th grade students exit out the back door by their classrooms. Adult supervision ends at 2:40 p.m. It is important all students leave school grounds promptly.

Before and After School Programs

Lukas has partnered with the Jefferson County School Age Enrichment Program (SAE) to provide before and after school care for students. SAE strives to provide a true enrichment program that supports active and play based learning experiences to support the success of all students. More information, including program hours, registration, and contact information can be found [here](#). You can also call 303-982-0358 and the program director will be happy to answer any questions you have.

School Safety Procedures

We take safety very seriously at Lukas Elementary and want to make sure families are aware of some ways you can help us help your children stay safe. We depend on everyone--students, staff, families, and visitors--following these rules to ensure the safety of all.

Morning Drop Off and Afternoon Pick-up

Morning drop-off and afternoon pick-up are busy times at Lukas. Our parking lot gets crowded and the volume of cars and children packed into a small space means everyone needs to stay alert.

If you are driving, here's how you can help:

- **STAY IN ONE LINE:** Enter the parking lot and stay in one lane, next to the sidewalk.
- **PULL UP:** Pull all the way up to the front cone in the Hug and Go lane before dropping your child off.
- **BE READY:** Have students and backpacks ready to exit your car.
- **DROP OFF:** Students get out of the car on the sidewalk side.

- **EXIT:** Cars pull forward and exit the parking lot. During high-volume traffic, please turn right rather than attempting to go straight onto Independence. Once you are on 97th Avenue, you can turn left on Independence Way (one block down) to curve back to Independence.
- Please do not drop students off where the buses park on 97th Avenue. We need to keep the lane clear so the buses can park. We also cannot see children when they walk between the buses.
- Traffic can back up on the side streets near Lukas in the mornings. Please be mindful of our neighbors and leave them space to get in/out of their driveways. We want to continue to remain good neighbors and have a positive influence on our community.
- Please stay in the one lane of traffic. Cutting through the parking lot and pulling ahead of other cars creates safety concerns.
- Please do not park in the drop-off lane.
- The parking lot is one way. Please follow the signs.
- **Helpful Tip:** Avoid the parking lot drop-off altogether. Walk, bike, skate, or scooter to school! If you must drive, consider dropping students off near the crosswalk on the north side of 97th Avenue or along Independence, and students can walk the remainder of the way to school. This reduces the number of cars in the drop-off lane and speeds up your exit from the school area 😊

[Walking and Use of the Crosswalks](#)

- Please remember to have your children exit your vehicle on the sidewalk side, and not into traffic.
- When parking in the lot, please use the crosswalk to get to the sidewalk in front of the school. Use of the crosswalk helps keep children out of harm's way. It also minimizes slips and falls.
- Yield to anyone in crosswalks. Pedestrians have the right of way by Colorado state law. Crossing guards and staff are positioned at each crosswalk to ensure safe passage.
- We have four handicapped parking spaces. Please do not use these unless you have a handicap license or tag visibly displayed.
- Please refrain from walking in-between the buses.
- If you want to see that your child gets into the school safely, please use the parking lot to park your car, then walk your child in.

[Pets on School Grounds](#)

Please leave pets at home. In accordance with [Jeffco School District Policy IJN](#) and [Regulation IJN-R](#) , animals (including dogs) are not allowed on school grounds. The exception to this is service dogs, which are the only animals recognized by Jeffco as being allowed on school grounds. Some of our students have allergies to pet dander or a fear of dogs. By cooperating with this policy, we can ensure all our students have access to a safe and welcoming school environment.

[Bus Rules and Regulations](#)

If your child takes the bus, make sure to establish a good relationship with your child's bus driver. They are the first contact should you have questions or concerns about incidents that occur on the bus. If you need additional assistance after contacting your child's bus driver, call the North Area Transportation main number: 303-982-1998.

Only students who are assigned to a bus by transportation may ride the bus. The school insurance provides coverage only for officially assigned bus students. Bus riders are also subject to a bus fee to

ride the bus.

Students riding the school bus are required to conform to all bus regulations concerning discipline and safety while riding or waiting for the bus. The driver is in complete charge of the bus during the ride and while students are entering or leaving the school bus.

Riding the bus is a privilege and convenience for all students. A student's eligibility to continue as a bus rider is determined by how responsible he/she acts. Violation of bus rules will render students liable for temporary or permanent debarment from riding. Families are expected to sign a Student Contract for School Bus Transportation in order to ride the bus.

[Bus Lane](#)

The south side of 97th Avenue, east of the Exit driveway, is where the busses will drop off and pick-up. PLEASE – For the safety of ALL, do not drop students across from the bus lane. Students MUST cross the street at the crosswalk.

[Scooters and Bicycles](#)

We love our student bicyclists and scooter riders! We encourage students to ride and scoot to school as much as possible. The movement and exercise in the morning often helps students focus their minds and prepare for the day. Please make sure your child brings a bike and/or scooter lock with him or her each day. Bikes and scooters must be locked up in the bike rack outside the school. No bikes or scooters are allowed in the school building. We have plenty of bike racks, all of which take a variety of lock sizes. We have two scooter racks, both of which are lockable. Not sure what size lock to get? You can check out the exact specifications of our scooter rack [here](#).

[Attendance](#)

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative impact on instructional continuity, regardless of attempts to make up the work. The school cannot teach students who are not present, and the district believes duplication of the classroom experience can never be accomplished with after-school assignments. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Lukas' attendance rules incorporate Jeffco Public Schools' attendance requirements as outlined in district policy, [\(C.R.S.\) 22-33-104](#), and [C.R.S. 22-33-107](#). The statutes provide that "every child who has obtained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided for by [C.R.S. 22-33-104](#) shall attend public school for at least" the minimum required hours each school year.

If a student is ill or there is some other acceptable reason for the student not to attend school that day, a parent/guardian must notify the school using the attendance line (303.982.0340) prior to the start of the school day at 7:45am. If the family does not notify the school prior to the start of the school day, the absence may be considered unexcused.

When a student requests to be dismissed during the school day, the student's parent/guardian must communicate with the school before dismissal is approved. When picking up a child during school hours, parents are required to come to the office and sign their child out. This is a safety precaution. Children

are never sent home during the day unless the office staff has contacted parents first.

Students who are absent for three (3) or more consecutive school days are required to bring in a written medical excuse from a medical source to ensure the absences are not marked as unexcused.

[Unexcused Absences and Truancy](#)

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge. If a student is absent without a valid parent/guardian excuse (or in some instances, a written medical excuse from a medical source) or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has four days of unexcused absences from school in any one month or ten days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. For additional information, please refer to the Jeffco Public Schools website and the [Jeffco Public Schools Parent and Family Handbook \(Code of Conduct\)](#).

[Make up Work](#)

It is essential that students absent from school make up work missed. It is the responsibility of the student and the family to initiate requests for, and to pick up, make-up work on the day the student returns to class from an excused absence. For additional information, please refer to the following district policies: [District Policy JH. Student Absences and Excuses](#) and [District Policy JHB. Truancy](#).

[Tardy and Half-Day Absences](#)

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

Students are considered tardy beginning at 7:45am. Students arriving to school after that time must first report the office prior to going to their classroom. They must receive a signed slip from the attendance secretary, then they can proceed to their classroom.

Students arriving to school after 9:30am will be considered absent for a half day. Students leaving before 12:45pm will also be considered absent for half day. Students leaving after 12:45 pm and before 2:30pm will be considered early release/excused.

[October Count](#)

The most important action you can take to support school funding is to make sure your student attends school that day. Much of public education funding from the State of Colorado is based on student count, and the official student count day always falls during one the first few days in October. The state uses a count window for about 10 days, generally starting in the last week of September and ending during the second week of October. If your child is not here, it will negatively impact our next year’s school funding and budget. Please help us ensure all our students are accurately counted by having your children in school during this time.

[Withdrawal from School](#)

When children are being withdrawn from school permanently, please notify the office several days in advance so that the proper forms can be completed.

Early Pick-up from School

When picking up a child during school hours, parents are required to come to the office and sign their child out. This is a safety precaution. Children are never sent home during the day unless the office staff has contacted parents first.

Inclement Weather Procedure

Weather Closure

In the event of questionable weather involving severe ice, deep snow or poor visibility, Jeffco school district follows a clearly defined procedure for deciding whether to close schools. If officials decide to close schools, they will relay the announcement to radio and television stations. **EMERGENCY CLOSURES will be announced over the SCHOOL MESSENGER service provided by our school district.** Please do not call the main office to check and see if there is school.

Additional radio stations will be notified as well. Parents may also call the Jeffco Public Schools' information hotline, 303-982-6600, which will announce closures by 6 a.m., or access <http://www.jeffcopublicschools.org/closures/index.html>

Cold Weather Proper Dress

Please help us protect your child by insisting that adequate clothing be worn during the winter (hats, boots, and gloves). We will attempt to send all children outside except on the very coldest and wettest days. Fresh air and exercise have a positive effect on student learning.

Safety Drills and Emergency Procedures

All schools in Jeffco are required to complete two non-fire emergency drills during the course of the school year. A non-fire emergency drill includes a Lockdown, Evacuation and/or Shelter drill. These drills take place in addition to the monthly required fire drills, which must be comply with fire code and state statute.

Dress Code

Per Jeffco Public Schools dress code policy, students shall not wear clothing or affect an appearance at school or school-sanctioned activities or events that is or may be disruptive to the educational environment. Jeffco Public Schools standards on student attire are intended to help students focus on schoolwork, reduce discipline problems, and improve school order and safety.

The Standley Lake Articulation Area has agreed to a common dress code across schools that aligns to the Board policy. Students are asked to dress in an **age-appropriate** manner that reflects a respectful attitude toward learning. There may be differences in the dress code at the elementary, middle, and high school levels based on age. Specific guidelines are not intended to be inclusive and, as such, may be periodically revised.

- General appearance should be neat and clean.
- Clothes must not be revealing or a distraction.
- Shoes need to be safe for playground and for walking up and down stairs.
- Shoes must be worn on school property at all times.
- Headwear is not allowed inside the building. Hats are to be taken off when one enters the school.
- Sunglasses are not allowed inside the school building.
- Underwear, including bras, should not be showing.

- See-through, skin-hugging, and/or torn clothing is not allowed.
- Halter/backless clothing, muscle shirts, spaghetti strap tops, crop tops, and mesh shirts are not permitted. Any piece of clothing that shows chest, belly, or buttock is not allowed.
- Modest shorts are permitted. Short shorts, sagging pants/shorts, short skirts, and swimsuits are not allowed.
- Midriff tops are not allowed. A child's stomach should not be showing when hand is raised.
- Clothing that is imprinted with obscene language or images, promotes drugs, alcohol, or illegal activities, or conveys a double meaning is not allowed.
- Gang apparel, signs, graffiti, colors, or other gang-related decorative items or gestures is not allowed. No trench coats.
- Chains, including wallet chains, are not allowed.

[Student Accountability, Misconduct, and Discipline](#)

Self-direction and personal responsibility are goals of the Jeffco 2020 Vision. Students must be accountable for their actions, and Jeffco Public Schools recognizes that effective student discipline is a major contributor to the creation of a positive and productive learning environment for all students. In accordance with state law, Jeffco Public Schools uses this student/ parent handbook as a written code of conduct, based upon the principle that every student is expected to follow accepted rules of conduct and show respect for persons of authority. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

[Suspension or Expulsion](#)

Jeffco Public Schools officials may consider the following factors to determine whether to suspend or expel a student: 1. The student's age; 2. The student's disciplinary history; 3. The student's eligibility as a student with a disability; 4. The seriousness of the violation committed by the student; 5. The threat posed to any student or staff; and 6. The likelihood that a lesser intervention would properly address the violation. For additional information, please refer to the following district policies: [District Policy JKD/JKE-1, Student Suspension/ Expulsion](#) and [District Policy ADC, Tobacco Free Schools](#).

[Investigations of Suspected Student Misconduct](#)

In order to protect the safety and welfare of students and school personnel, and to maintain order and discipline on school property or at school sponsored activities or events, school authorities may search a student's locker or desk and its contents, personal property, or automobile under the circumstances described in policy and may seize any illegal, unauthorized, or contraband materials. School lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks, and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of Jeffco Public Schools. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities.

Searches of a student's person or personal effects such as a backpack, purse, book bag, electronic devices, motor vehicle, etc., within the school or on school grounds may be conducted by the principal or designee when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person. For additional information, please refer to [District Policy JIH, Student Interviews, Interrogations, Searches, and Arrests](#).

[Weapons](#)

The possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel within the district. Carrying, bringing, using, or possessing a weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity without the authorization of the school or the school district is prohibited. For additional information, please refer to the following district policies: [District Policy JICI, Weapons in School](#) and [District Policy JKDA/JKEA, Grounds for Suspension/Expulsion](#).

[Sexual Harassment](#)

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. This includes Jeffco Public Schools. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

A school has a responsibility to respond promptly and effectively when complaints of sexual harassment are brought. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects. Even if a student, their parent or staff member does not want to file a complaint or does not request that the school take any action on the student's behalf, if a school knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. For more information, please contact Jeffco Public Schools Title IX Coordinator at (303) 982-6544.

[Discipline Plan](#)

Lukas follows a discipline plan that is aligned to the policies and procedures outlined in Jeffco Public Schools Board Policy and the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct). We provide an environment where all students are treated with respect and dignity and where reports of intimidation, discrimination, and harassment, or any other form of bullying are addressed consistently and fairly.

When students fail to comply with school rules and expectations, the following process is used:

- Staff/Student – the problem is discussed between the student and staff member and a verbal or written plan of action is developed.
- Staff/Parent – when the above conference is not successful, a parent is contacted followed by a staff/student/parent conference as needed.
- Administration/Staff/Parent/Student – If successful results are not achieved following these steps, the matter is referred to the principal with the Student Referral form. Further intervention will then be determined by the staff member and the principal. Serious infractions as per the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct) should be referred immediately to the office and a staff member should accompany the students whenever possible.

To maintain a quality-learning environment, our students will:

Respect authority	Accept responsibility
Respect the rights of others	Take care of their own property
Respect the property of others	Be thoughtful and courteous
Maintain a sense of community	

Consequences are imposed for infractions of rules that occur on school property, at a school-sanctioned activity or event, or while being transported in a district-approved vehicle. Consequences may include

the following, but is not limited to:

Loss of privilege (recess, bonus, etc.)	Out-of-school suspension
Writing or phoning parent about behavior	Opportunity to apologize
Before – or after–school detention	Community service
Teacher/student/parent conference	Referral to the principal
In-school suspension	Restitution

At the discretion of the administrator or designee, a student who is suspended may be permitted to remain at school if one or both of the student's parents attend class with the student.

At the beginning of each year, teachers and the principal discuss behavior expectations with students to answer questions and clarify misconceptions. The Principal has the ultimate authority to carry out the disciplinary policies and regulations as outlined by the District. Staff members, who are identified yearly in writing, will have suspension authority in the absence of an administrator.

The following circumstances require contacting the police:

- Firearms or weapons possession
- Assaults involving a weapon or serious bodily injury
- Sexual assault
- Child abuse
- Gang activity
- Bomb threats
- Drug violations, including paraphernalia
- Trespassing
- Major property damage or arson

State Law and District Policy require the principal to communicate disciplinary information concerning any student enrolled in the school to any teachers or counselors who have direct contact with the student. Persons who receive such information shall maintain the confidentiality of the information and shall not communicate the information to any other person. The student and/or the student's parent/guardian will be notified of disciplinary actions.

[Handbooks](#)

Handbooks will be distributed electronically only. Handbooks can be accessed on the Lukas website. It is the responsibility of the parent(s) and/or student to become familiar with the contents of the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct) and Lukas Student/Parent Handbook. If the internet cannot be accessed at home, contact the main office at Lukas, and alternative methods for access will be provided. There is a printed copy available for review in the office as well as computer availability for parent use. Lukas also provides instruction and training with students concerning the Jeffco Public Schools' Parent and Family Handbook (Code of Conduct) to ensure that students are aware of the contents and understand their rights and responsibilities.

[Assembly Standards](#)

Lukas Elementary has high standards for student behavior at assemblies. Students are expected to be a polite audience by:

- Entering and exiting the assembly quietly following their teachers instructions.
- Sitting flat on the floor and not on their knees.
- Listening not talking.
- Giving their best attention to the speaker or presenter by facing them.

- Keeping their hands and feet to themselves.
- Showing appropriate appreciation with applause only.

Inappropriate behavior will result in removal from the assembly.

Report Cards

Report cards are sent home three times per year, at the end of each 12-week trimester. Dates that report card will be sent home can be found on our school calendar. They will also be communicated via newsletter. The final report card for the year goes home with students on the last day of school.

Cell Phones

Students are responsible for the proper use of their cell phones. If your child has a cell phone that is brought to school, please ensure they know to turn it off during the school day. Cell phones must remain in your child's backpack.

Students are not to use cell phones for any reason during the school day. Cell phones that are displayed or used during the school day will be taken from the student for the remainder of the day. Parents may be asked to come in for a meeting if the behavior does not improve. The school and the school district are not responsible for lost or stolen cell phones.

Students are able to use school telephone in the main office for emergency calls.

Change of Address/Phone Number

Please remember to update any changes to your address and/or phone information in Jeffco Connect. We use the information in this system to contact families. It is also helpful to notify the office if there is a change of address or phone number. Please keep contact information up to date so the school can act appropriately in an emergency.

Fees

Various fees may be charged at registration or when a new student enrolls. These fees are to recover the cost of student materials such as weekly news magazines, agendas/planners, student writing workbooks, etc. and the services for student uses of computers and the Internet.

Field Trips

Periodically, field trips are scheduled to provide children with learning experiences not readily available in the classroom. **A signed permission slip is necessary for each child going on a field trip.** 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. If paying by a check, please note your child's name in the memo line of the check. 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.

Distraction Items

The school is not responsible for the loss of personal items, including cell phones (see cell phone section for more details). The school reserves the right to confiscate items which interfere with instruction. Please have students leave the following items at home:

- Personal electronic devices other than used explicitly for classroom instructional purposes as outlined by the teacher
- Amplification systems such as portable speakers, Bluetooth capable devices, iPods/CD/radio players, micro- and mega-phones, or other noisemakers
- Game cards, include standard card decks, Pokemon, magic, and any type of similar card

- Toys
- Fidget spinners and cubes. Parents, these items are marketed to improve focus. We have found students do focus--on the fidget spinner--rather than instruction when they are in class.
- Shoes with wheels. Prior to arriving at school, students may take the wheels out of the shoe and wear them as a regular sneaker. Students wearing the shoes with wheels in school will be asked to take the wheels out.

Gum and Candy

Lukas is a Healthy School. Students are not permitted to bring gum or candy to school. Parents are asked to assist in enforcing this policy. Please refrain from putting gum and/or candy in lunches, too. The effects of the sugar often result in decreased attention and increased lethargy.

Health Clinic and Immunizations

The health clinic is open from 7:30am to 2:30pm during regular school days. At Lukas, we are concerned for the health and well being of all our students. Our clinic is staffed by a health aide for 7 hours each day and is available for those children who become ill or are injured at school.

If a child runs a temperature over 100 F and is deemed truly ill or has an injury that appears to require medical attention, **parents will be called and will be expected to come to the school to pick up their child immediately**. 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. **Please keep your child at home during and following an illness until they are able to go outside for recess and participate fully in the school day.** Inside supervision is not available during recess.

Immunization Law

Immunization requirements, as stated in Colorado law, will be strictly enforced for all school children. Transfer students will be given 60 days from the date of enrollment to comply. Non-compliance may result in exclusion from school.

Medication

All medication, including over-the-counter medications such as Tylenol, must be accompanied by a form signed by your healthcare provider. All [medication forms](#) are available in the Lukas office as well as on the [Jeffco Public Schools Health Services website](#).

All medication must be provided in the original pharmacy labeled containers. Medications are stored in the Clinic. Children must assume responsibility for going to the Clinic at the specified time(s) for medications. Children are not permitted to keep medication with them while at school and in class.

Parents must provide a medication order signed by their healthcare provider if their student has a condition that will require administration of any medication (**prescription or non-prescription including Tylenol**). Parents are asked to provide medication along with the appropriately signed Medication Agreement Form, which is attached to this letter. You can also find this form on the [Jeffco Public Schools Health Services website](#).

Lukas has chosen to remain a school that provides Tylenol 325 mg tablets. We will continue to provide this service once we receive a signed medication form by you and your healthcare provider. If you

prefer chewable or liquid forms of Tylenol, we ask that you continue to provide your own supply along with the medication form signed by you and your healthcare provider.

Please keep in mind that anytime your student needs non-prescription medication, we will need the Medication Agreement Form signed by your healthcare provider.

Please contact our health aide at 303-982-0368, or the Health Services Department at 303-982-7251 should you have any questions.

[Homework](#)

Homework is assigned when individual or class needs can best be met through its use. Our staff created common guidelines and expectations around homework for our students and families. Please read and print the [Lukas Homework Philosophy and Guide](#).

[Homework Vision and Philosophy](#)

Our students are in school 6.75 hours, Monday through Friday, during the school year. We believe they work diligently from the time school starts at 7:45am to the end of the day at 2:30pm. It is our students' job to learn and to make the most of the educational experiences our teachers and staff provide.

Taking travel to and from school, breakfast, dinner, morning and evening routines, and 10-11 hours of recommended sleep each night into account, Skywalkers have about four hours each school day to relax, play, participate in sports and enrichment opportunities, and spend time with their families and friends. We want that time to be enjoyable for our students. We believe part of that joy can be had when students share what happens at school with their family. Our goal as a school community is to build strong partnerships with families so that they feel comfortable supporting the learning process at home and reaching out to teachers and school staff when they need additional support.

Homework is a part of the home-school partnership. What's different about Lukas is that we have chosen to take a developmentally appropriate approach to homework for our students. The rest of this document lays out our approach and the research that supports it.

[What the Research Says](#)

We can find research for and against any topic these days and homework is not an exception. At Lukas, we have reviewed research on the pros and cons of homework for elementary aged students. Since elementary school spans such a large age range (children enter kindergarten as young as four years-old each year and exit typically at twelve years-old in sixth grade), we also reviewed research on homework for children in primary grades as well as intermediate grades.

We found that homework can widen the gap for economically disadvantaged students¹ and too much homework for any student can harm health and interfere with family time.² With the exception of reading homework, there is no clear-cut consensus in the research to support homework in the early grades. However, there is some consensus that homework in primary grades should “foster positive attitudes, habits, and character traits; permit appropriate parent involvement; and reinforce learning of simple skills

¹ Kralovec, E., & Buell, J. (2000). *The end of homework: How homework disrupts families, overburdens children, and limits learning*. Boston: Beacon.

² Bennett, S., & Kalish, N. (2006). *The case against homework: How homework is hurting our children and what we can do about it*. New York: Crown.

introduced in class.” In intermediate grades, homework begins to support improved achievement in school³.

[Homework at Lukas](#)

As a staff, we determined some things we will hold tightly, such as the requirement that all students read at home. We also determined that homework needs to be age and developmentally appropriate, so that as students move up in grade-levels, homework will gradually become more complex. We will not take away recess for students who do not complete homework, but we may hold catch-up sessions during that time for students who are missing work or are behind in their studies. Here are specifics:

- Reading homework is a requirement in all grades, kindergarten through sixth. Reading is the building block to all other learning. If a student struggles in reading, they will likely struggle in other areas, particularly as instruction and concepts become more complex in the intermediate grades. Students are responsible for finishing reading homework weekly.
- Reading and writing homework is assigned in grades three through six. As students read to learn, they are often asked to write about what they read. Writing homework supports the learning being done in the classroom and encourages students to stretch their thinking in a different environment outside the school.
- Math activities that support home-school partnerships may be given in grades kindergarten and first at the discretion of the teacher.
- Math homework that reinforces skills worked on during the week in class will be given in grades second and third and should be returned weekly.
- Math homework is given in grades four through six. In these grades, mathematical concepts and thinking become more complex and lay the foundation for the skills required for advanced math at the secondary level. Completion of assignment math homework is required in these grades.
- We value problem based learning, which is a method of instruction that engages students in authentic problem-solving and generally requires them to find or create a solution to a complex question or problem, then model the solution or thinking they come up with to others. Periodically, we will assign problem-based learning projects to students. These projects support critical thinking, public speaking, interdisciplinary learning, and teamwork. These projects will be completed at home and are considered homework.

[Talking with Your Children about School](#)

We encourage parents to talk with their children nightly about what happened during their day at school. Some questions you might ask:

- *What was the best thing that happened today at school?*
- *What was the hardest thing you did today?*
- *Tell me about what you read today in class.*
- *Who did you play with today? What did you do together?*
- *What rules are the same or different at school than in our home? Why do you think they need to be the same or different?*
- *How did you help somebody today? How did somebody help you?*

We are partners in your child’s development. We believe in strong connections with our families and encourage you to reach out to your child’s teacher with any questions.

³ Cooper, H., Robinson, J. C., & Patall, E. A. (2006). Does homework improve academic achievement? A synthesis of research, 1987–2003. *Review of Educational Research*, 76(1), 1–62.

[Instrumental Music](#)

Optional instrumental music instruction on standard band and orchestra instruments is provided for all students in the fifth and sixth grades. This program is offered during the regular school day and thus requires participating students to miss some of the regularly scheduled classes. This may require some extra homework in order to keep students' work up to date in all classes. A limited number of musical instruments are available on a rental basis from the band and orchestra teachers.

[Library Media Center \(LMC\)](#)

The LMC is an integral part of Lukas' instructional program. Children have the opportunity to utilize a variety of learning resources which go beyond the textbooks and classroom instruction. The LMC specialist and classroom teacher cooperatively plan library reference skills instruction and provide appropriate learning experiences for practicing these skills. Providing books for recreational and independent reading is another important service of the LMC. The LMC staff is happy to assist students in the selection and usage of learning resources.

[Lost and Found](#)

Children should be encouraged to bring a minimum of personal belongings to school. What is brought should be **well marked with the child's name. This includes water bottles, lunch boxes, lunch containers, jackets, sweaters, gloves, hats, etc.** There is a lost and found area near the gymnasium. Parents and children are encouraged to check this area often for lost articles. Unclaimed items will be donated to charity at winter break and at the end of the school year.

[School Lunches and the Snack Cart](#)

Students may bring a lunch from home or purchase a lunch from the cafeteria at school. Lunches brought from home should not include candy, gum, or other excessively sugary items. We ask that students do not share items brought from home due to allergies others classmates may have. We do have a peanut/nut free designated table for students with nut allergies to sit.

[Jeffco Public Schools Food and Nutrition Services](#) manages the cafeteria at Lukas Elementary. For those families interested in purchasing lunch at school, please review the Food and Nutrition Services [website](#), which has comprehensive information on [lunch menus](#), [allergy information](#), district policies, and [food prices](#) and payment information, including how to apply for [free/reduced lunch services](#).

Lukas' cafeteria manager will be able to answer any questions you have regarding food services at Lukas and our cafeteria processes. The manager can be reached at 303-982-0368 during the school day.

School meal menus are posted on the [online menu tool Nutrislice](#).

Families can set up a lunch payment account, view account balances, and set up preferences for snacks using the online system [My Payments Plus](#). We strongly encourage families to set up their accounts electronically using this system. If you must bring money to school for lunch, please help your child learn to be responsible for the money by providing a safe place to keep it. The school will not be responsible for lost money.

Students who forget a lunch or whose lunch account balances are zero will receive an alternative meal, generally consisting of a cheese sandwich and milk.

[Snack Cart](#)

School lunch and the snack cart process can be confusing and we want to help families make choices that fit both their budget and lifestyle. Below are some frequently asked questions and responses to the snack cart:

- *What snacks does the school cafeteria offer for sale?*

Our cafeteria manager sells chips, brownies, juices, and other packaged items every day during lunch. While the items look like the traditional snacks you can purchase at the local grocery store, they have been formulated to meet federal school snack guidelines.

- *How many snacks can the school sell to a child?*

We recently put in place limits on the number of snacks (which include drinks other than milk) that a child can purchase each day. Now, children are only allowed to purchase 1-2 snacks per day. They can only purchase after they have eaten their lunch and all other students have gone through the lunch line.

- *How do I know if my child purchases a snack?*

If you signed up through mypaymentsplus.com you can log on, view and edit your preferences. You can allow your child to have 1 or 2 snacks each day, limit the number of snacks to 1 or 2 per week, or decline to allow your children to purchase snacks altogether. If you choose to allow snacks to be purchased through your mypaymentsplus.com account, please know that unless you set limits, any money in the account can be used by your child to purchase snacks. You can also use this account to view exactly what your child purchased each day; the specific lunch items purchased are listed as are any snacks. Parents who do not use this online program, but instead pay for food with cash or a check will not be able to tell what their children are purchasing each day during lunch. However, you can always call our cafeteria manager at 303-982-0368 to set limits on the number of snacks your child can purchase each day, each week, or each month. She can manually set limits in her system and ensure your requests are being followed.

[Parent Teacher Association \(PTA\)](#)

The Lukas PTA is a very active group and a vital part of our community. The Lukas faculty and administration work to be responsive to the needs identified by PTA. We believe that a strong PTA benefits our students and community. Please plan to join. Meeting dates and times are published on the calendar on our school website as well as in our school newsletter, Lukas Discovery. PTA has their own website: <http://lukaselementarypta.weebly.com/>

[School Accountability Committee \(SAC\)](#)

The purpose and objectives of the Lukas Accountability Committee (SAC) are consistent with the Educational Accountability Act of Colorado state law as stated in C.R.S. 22-7-101.

SAC members are outlined by the Colorado law and must include the principal, at least one staff member, several parents whose children currently attend Lukas Elementary School, and at least one community member who does not have children currently attending Lukas. Parents must make up the majority of members in SAC.

The purpose of SAC is as follows:

- Serve in an advisory role to the principal. The principal is responsible for implementing the accountability process in the school.
- Plan ways to enhance the quality of education in the school by assessing needs, and evaluating,

setting, and monitoring building-level goals.

- Coordinate input from the principal, staff, parents, students, parent/teacher organizations, community members, and others interested in improving education.
- Formulate goals based on local school needs, which also take into account State and District level goals.
- Participate with the principal and staff in the cooperative development of an annual school improvement plan and approve the resulting plan.
- Increase community awareness of school improvement and the accountability process.
- Provide a communication link among the school, area, and district accountability groups.
- Discuss safety issues related to the school environment.

SAC must meet quarterly, or 4 times per school year, per State law and follows an agenda established prior to the meeting time and date. Lukas families are welcome to attend the meetings. Meeting information will be available on the calendar on the school website as well as in Lukas Discovery, our parent newsletter.

[Healthy School](#)

Lukas Elementary is proud to be a one of the many schools in Jeffco that have a Healthy School designation. [Jeffco Healthy Schools](#) supports school and district departments in implementing District Wellness Policy, and wellness initiatives including wellness committees, comprehensive physical activity plans, healthy eating, health education, positive school culture and climate, school gardens and more. As a Healthy School, we have established a wellness committee and have implemented wellness goals. We are working to create a culture of health, which includes establishing robust physical activity and movement throughout the day, healthy snacks and limited sweets, alternatives to using food, specifically sugary foods, in celebrations, and educating our staff, students, families, and communities on the physical, mental, social, and educational benefits of a healthy lifestyle.

We support Walk to School Days, the redesign of our outdoor spaces, including blacktop painting and playground revitalization, and alternatives to food when celebrating special days, milestones, and events. As such, we will limit parties with food at the school. Our Halloween party will still have all the treats. Birthday parties cannot include shared food or treats. Other celebrations will not involve sweet treats. For more information please review the [Jeffco Healthy Schools](#) full website and [wellness supports](#) page.

[Parent and Teacher Conferences](#)

Quality education requires close and open communication between parents and teachers. In order to support our belief in educational excellence, formal scheduled conferences will be held four times each school year. Two nights are dedicated in the fall to ensure students are starting off on the right track and two additional nights are held in the spring, one near the start of the spring semester and one toward the end of the school year. Families will be notified in advance through the school newsletter and website and can sign up for these conferences when the teacher sends a Sign-Up Genius. At the conferences, student progress, successes and concerns will be discussed in detail. Please feel free to schedule additional conferences with teachers as needed throughout the year.

[Special Education](#)

The Lukas Special Education and Related Service Providers team provides programs for students with designated disabilities as identified through an IEP. The process begins with a referral of a student for an assessment. The assessments, which take up to 60 days, determine if a child meets one of the 13

federally designed disability categories under IDEA law. If the child meets eligibility requirements, they receive additional specialized instruction in their designated need areas. Parents or school staff may initiate an initial referral with parent consent. Parents are always involved in determining special program placement and must give permission before services may begin.

More information on IDEA and Jeffco Public Schools Special Education policies and procedures can be found on the [Special Education website](#). Parents can also call the district special education number at 303-982-6690 for questions. Jeffco Public Schools also has a [website dedicated to Family Engagement and Support](#).

[Art, Music, and Physical Education](#)

Children attend art, music, and physical education classes on a rotation schedule. **On the days your child has physical education, appropriate footwear (sneakers) is required.** If a child is to be excused from the regular physical education program for medical reasons, a note of explanation should be sent to the physical education teacher.

[Sports Equipment](#)

Students may bring their own sports equipment (basketballs, soccer balls, footballs, Frisbees, jump ropes, and hackysacks) to school to share with others if they are clearly labeled with the student's name. These items can be used before or after school or during recess. Students must be willing to accept full responsibility for any loss or damage that might occur. **Bats, baseballs, softballs, and other hard sports equipment are expressly forbidden.** We encourage students to skateboard, scooter, and bicycle o/from school; however, these items must be kept locked in the racks during the school day and used only for transportation to/from the school.

[Staying After School](#)

Staying after school will sometimes be necessary for a variety of reasons. If your child is required to stay after school for more than ten minutes, the teacher or your child will notify you. Students who are bussed will not be kept after school without prior arrangements with their parents.

Students who are not required to stay after school must leave school grounds by 2:40pm, which is when adult supervision ends.

[Supplies](#)

Many school resources are purchased with our school-based budget and funds. Other school resources, such as workbooks or digital subscriptions to reading or math programs, may be included in the fees you pay at the start of the school year. Students receive resources and are responsible for taking care of them in an appropriate manner. Fines are levied for carelessness or loss.

[Supply lists](#) are provided to families at the end and beginning of the school year. They can be found on our school website under the registration tab.

[Student Use of the Internet and Personal Electronic Devices](#)

The Internet and related electronic instructional resources are used in schools to support student learning. The use of these resources are for educational purposes only when on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by Jeffco Public Schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Teachers and school administration determine use of the Jeffco Instructional Network based on educational goals of the school and classroom, and may determine to limit access. Students are encouraged to use the network to do homework, class-related research, and class work when appropriate. Students should not use this network for music, gaming, or non-educational video streaming. In compliance with the Child Information Protection Act (CIPA) requirements, this network will be monitored. Jeffco Public Schools accepts no responsibility associated with loss, damage, or theft of a device connected to the network.

Each year, parents must acknowledge the [Jeffco Public Schools Student and Family Handbook \(Code of Conduct\)](#) and in doing so, acknowledge understanding of the following district policies: students and families also are acknowledging understanding of the following policies: [District Policy JSA, Student Use of Personal Devices](#) and [District Policy JS, Student Use of District Computing Resources and the Internet](#).

Telephone Usage

In an effort to ensure instructional time is maximized and distractions are limited, students are not called from class to the telephone except in cases of emergency. Students need their teacher's permission to use the classroom phone for emergency purposes and not social engagements.

Visitors

In a continuing effort to provide a safe environment for students, all parents/visitors must come into the office to sign in and receive a nametag before going to other areas of the building.

Parent are welcome to make classroom visits and will find that most children consider this a big event! We encourage parents to visit the school. This not only gives you the opportunity to observe the work that is being done, but it also gives you insight into your child's relationships with others. We do appreciate parents observe the following guidance:

- Please call the teacher and schedule your visit when it will be the most meaningful to you and your child.
- It is sometimes enjoyable to have lunch with your child. If you wish to do this, please sign in to the main office prior to going to the cafeteria.
- Please sign in and out of the office. We need to know who is in the building to keep everyone safe and accounted for, especially in the event of an emergency.
- Never remove your child from Lukas Elementary without first signing your child out at the main office.
- Nametags must be visible and worn throughout the duration of your time at Lukas Elementary. If you do not have a nametag, a staff member is instructed to come up and ask you to identify yourself and your relation to the school. This is part of our standard safety protocols.

Student visitors (cousins, friends, siblings, former students, etc) are **not** allowed when school is in session (7:45am-2:30pm).

All visitors must first report to the office to sign in and receive a nametag. Please wear your nametag in a visible location during your time at Lukas.

Volunteers

When the community is involved, the school can do a better job in providing a quality education for children. A cooperative effort between school and home can only enhance your child's educational experience at Lukas.

Children love to see their parents, grandparents, and family members involved in their education. One of the best and easiest ways to do this is to volunteer to help at school. In addition to the PTA and Accountability groups, our LMC can always use extra support during the school day. Parent volunteers in classes are also very important. Teachers are always looking for additional support, especially during reading and math instructional times. Family members can help read to children who need additional support and provide small group support during math centers. This allows teachers to provide more individualized attention to children and run more engaging and complex center-based instruction for students. Another way to help at school is providing your talents and support during one of our many special programs held throughout the year. This includes field trip supervision and concerts and events that can always use an extra hand from our family members. Finally, consider supporting our students during lunch and recess: help our students organize a basketball or soccer game, throw a football with some students, and engage them during imaginative play on the playground.

We look forward to seeing you at Lukas soon!