Our Mission Statement

To infuse the core Curriculum with interdisciplinary arts in order to enrich our understanding of culture, character, and academic excellence.
Dear Families,

The focus of The Studio School is to provide students a rich integrated arts experience. We offer a comprehensive fine arts program in visual arts (2D & 3D), vocal music, drama and movement/dance, as well as recorder. We also provide an elective Strings class for grades first through fifth. Our school is made up of extremely talented educators, amazing students, and a supportive parent community. We believe that children develop critical thinking as well as have high engagement with content standards when they have opportunity to learn through the arts.

The Studio School is focused on meeting the State (Common Core) and District Standards; however, we develop and organize our curriculum differently as we integrate the arts with other content areas. You will be able to experience these curriculum studies through children’s performances, classroom activities, thematic/conceptual units and the displays in our school building. We will also be showcasing work of students via our website and Facebook.

This is my 9th year at The Studio School. I am honored and excited to continue being a part of this amazing community! I look forward to working with you and I value your feedback. We encourage parents to get involved through the Parent Teacher Organization (PTO) or the School Accountability Committee (SAC). Please feel free at any time to schedule an appointment with me or your child’s classroom teacher. We want to support your student’s needs and collaborate with you to ensure your child’s school experience is the best that it can possibly be.

Best,

Sharla Chaves Kaczar
Principal

Please “Like” The Studio School on Facebook and “Friend Me” on Principal Kaczar for more social media communication and updates.

The Studio School where Creative Minds Develop Critical Thinking!
Sharla Kaczar, Principal
Kristi Sampson, Asst. Principal
Wanda Geisbush, Office Manager
Chelsea Hickman, Secretary
Maria Avila, Head Custodian
Christine Hughes, BASE Director
Diann Hilliard, HealthAide/Office Assistant
Vickie Wood, KDG Classroom Para
Pat Adelman, KDG Classroom Para
Brenda Roybal, Media Technician
Camellia Lopez, Student Monitor
Paul T Bath, Student Monitor
Esther Libra, Custodian
Richard Lyons, Custodian

Teachers
Christopher Sergeeff, Performing Arts
Lisa Fletcher, Visual Arts
Katy Irvin, Ceramics
James Irwin, Music
David Weinand, Strings
David Weinand, Digital Literacy TOSA
Michelle Capobianco, KDG
  Kathy Martin, KDG
  Sarah Voigt, 1st
  Marian Ingersoll, 1st
  April Weber, 2nd
  Carrie Pepler, 2nd
  Kira Johnson, 3rd
  Stuart Sanks, 3rd
  Maggie Keeton, 4th
  Ellen Thompson, 4th
  Melissa Murphy, 5th
  Keri Hamilton 5th

Specialists:
Nick Neujahr, Counselor
Jonathan Davis, Social Emotional Learner (SEL)
Deb Bolger, Learning Support
Mary Jane Kreiman, ELL & Instructional Coach
Terese Fry, Speech Therapist
Jackie Wright, Academic Interventionist
**School Hours**

Monday, Tuesday, Thursday, Friday

- **7:35 am—2:30 pm**
- "Soft Start" 7:30am—7:35 am

**Wednesday— Early Release**

- **7:35 am—1:15 pm**
- "Soft Start" 7:30 am—7:35 am

**ARTWORK PROVIDED BY OUR VERY OWN STUDENTS AT THE STUDIO SCHOOL.**

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**IMPORTANT PHONE NUMBERS**

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<tr>
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<tbody>
<tr>
<td><strong>SCHOOL OFFICE</strong></td>
<td><strong>720-972-3620</strong></td>
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<tr>
<td>Hours: 7:15 a.m.—3:30 p.m.</td>
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<tr>
<td><strong>B.A.S.E.</strong></td>
<td><strong>720-972-3640</strong></td>
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<tr>
<td><strong>Clinic</strong></td>
<td><strong>720-972-3625</strong></td>
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<tr>
<td><strong>ADAMS 12 ESC BUILDING</strong></td>
<td><strong>720-972-4000</strong></td>
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<tr>
<td>WEB SITE: <a href="mailto:studioschool@adams12.org">studioschool@adams12.org</a></td>
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**B.A.S.E. PROGRAM HOURS**

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DROP OFF/PICK-UP POLICY
Traffic in and around school will be a challenge for both staff and parents. Getting our children to and from school safely is our primary goal. After consulting parents, the city, and the district, we have established the following guidelines to make sure students have access to the school. We realize these guidelines may add additional time on to each person’s day. It will take added patience to make sure all the students are safe. However, it is important for each and every motorist to follow these rules and drive with extra caution in the school zone.

PARKING LOT/STREET PARKING— Parking is located on the east-side of the Performance Theater (handicap parking as well) or use street parking along Garland Street.

TURN-AROUND LOOP—Located on the eastside of the Performance Theater. This is for drop-off/pick-up only.

Main Parking Lot— Is used for morning Hug-n-Go drop-off only. You may park in the main parking lot and walk your child in the building.

Picture provided by former 5th grade student, Bella Vogt. Superintendent’s choice for the 13/14 District Art Show.
**VISITING THE STUDIO SCHOOL**

Parents are welcome visitors at The Studio School. In order to avoid conflicts with conferences, schedules, substitutes and other occurrences, it would be helpful to schedule your visit with the classroom teacher.

All visitors must report to the office upon entering the building and sign in and out of the Visitor Notebook. All visitors, even frequent parent volunteers, will be expected to wear a visitor badge indicating that they checked in at the office.

1. Visitors can only enter our schools through the main entrances.
2. Our schools are vigilant in requiring all visitors to sign in.
3. Each visitor to our schools goes through the Raptor process. The school runs the visitor’s driver’s license through the system and it checks against the national sex offender list. Visitors are then given a visitor’s badge with their photo on it.

**EARLY DEPARTURE FROM SCHOOL**

Students will not be excused from school for any purpose during regular school hours except upon the request of a parent/guardian. Students will not be dismissed without being signed out by the parent or another adult specified by the parent to have permission to pick up the child. We will not call students to the office until parents arrive, show ID and sign the student out of class.

**COMMUNICATION**

On occasion, it may be necessary to send home other notes and memos. Please check with your child each day if there are any notices you should see.

Please check your child’s **PURPLE TUESDAY NEWS DAY FOLDER**

To access Student Code of Conduct & Notification of Rights and Responsibilities of Students and Parents, please visit:

http://www.adams12.org/codeofconduct

**SAFE-TO-TELL HOTLINE**

Safe2Tell provides a safe, easy way to report information about anything that is a concern to school or community safety. To report a safety concern please call 1-877-542-SAFE.

You are always welcome to talk to the principal or the teachers about any concerns you have about your children or school safety!

**SCHOOL CLOSURES**

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning:

**ADAMS 12 FIVE STAR SCHOOL, ADAMS12, OR NORTHGLENNTHORNTON**

Information on closures may also be received by calling the district information number at 720-972-4000, press 7 for school closure information or logon to the District website www.adams12.org

PARENTS, now you can receive priority alerts on your cell phone. Just text “YES” to 68453. With this free service* (*message and/or data rates may apply), you will receive text messages notifying you of safety alerts, or other important information impacting the Adams 12 Five Star School system.

You can opt-out from alerts at any time just reply with STOP to any message, or HELP if you need assistance.
SCHOOL PROPERTY
Students are encouraged to take pride in themselves and the school. Should loss or damage occur to equipment or the building, responsible individuals will be contacted to pay for those damages or losses.

PERSONAL PROPERTY
Students should not bring toys, electronic equipment, gameboys, PDA’s etc. to school. Children are permitted to bring cellphones to school; however, during the school day phones need to be turned off and stored in a student’s backpack. If an electronic item is stolen, damaged, or lost, the school will not investigate the problem as per district policy. The school is not responsible for these items.

Safety Drills
To ensure your child’s safety, we practice safety drills numerous times during the school year. We administer 9 fire drills, 2 tornado drills, and 2 lockdown drills (one unannounced). We understand that drills may cause apprehension in some children. However, it is critical to be methodical when planning your child’s safety. We encourage you to discuss safety drills with your child as well as create and execute your own safety plans at home. Thank you for your support.

BIRTHDAY CELEBRATIONS
We love to honor your child’s day of birth, but not with food items. Due to the impact of instructional minutes and increased allergies to various food items, we asked that you reframe from bringing food to distribute. Students can bring other party favors like pencils, bubbles, stickers, etc.

Thank you for your cooperation!

DRESS CODE
*PERFORMANCE: Please plan on having a black shirt and black pants or skirts available for formal performances.

ATTIRE: Please wear appropriate clothing and shoes for performing arts, art class and ceramics.

* Black t-shirts with The Studio School Griffin logo is available for purchase...$10.00

LOST & FOUND
Lost and found items are located in the cafeteria. Small items such as glasses, keys, jewelry, etc...are located in the main office.

Please check often for lost items. During fall and spring conferences, found items will be in the cafeteria for you to check. Any left over items will be donated to charity after conferences and at the end of the school year.

Bringing Lunch to School
Please do not send candy or sodas to school.

Lunchboxes will be stored in large classroom totes labeled with the teacher’s name. Peanut Free tables are available in the cafeteria.
STUDENT SAFETY

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

- Students are not to arrive at school before 7:25 a.m. unless they are participating in a supervised before-school activity. There is no adult supervision available until 7:25 a.m. Teachers will open their classrooms doors between 7:30 a.m.—7:35 a.m.

- Please do not allow your child to come to school early to play on the field or playground.

- Students who are not walking home need to be picked up promptly when school is dismissed. The school office does not have the facilities or personnel available to supervise children after school.

You can assist our office staff in providing for the safety of all students by:

- Providing up-to-date information

- Notify the school office when you have a change in home, work, or emergency phone numbers.

- Call the school’s 24 hour attendance-line at 720-972-3620 (press #1) by 7:35 a.m. when your child will be late to school or absent.

Please give the following information:

- Student name
- Teacher name
- Reason for absence/tardy
- Who is calling
CLINIC INFORMATION

MEDICATION
If a student must take prescription medication during the school day, written instructions and authorization must be provided by the student's physician. We cannot give aspirin, Tylenol, eye drops, ointments, etc. unless prescribed by a physician. Students are not allowed to keep medication with them (in their lunchbox, backpacks, etc). All medications must be in the original container, properly labeled with the name of the pharmacy, patient’s name, doctor’s name, and dosage clearly marked. **ALL MEDICATION MUST BE KEPT IN THE CLINIC.**

STUDENT ILLNESS
Regular attendance at school is extremely important but your child should not be sent to school when he/she is truly ill. A student will be sent home if he/she has a temperature 100 degrees or above or if he/she has symptoms that are representative of any communicable disease. If your child will be absent from school we ask that parents call the 24 hour attendance line at 720-972-3620 (press # 1) anytime before 7:35 a.m. to report the absence.

CHILDREN WHO BECOME ILL OR INJURED
If your child becomes ill or injured at school and needs immediate care, you will be contacted as soon as possible. It is imperative that the school have your current home, work, email address, and other numbers where we may reach you in the event of an emergency. A designated adult must come and sign the child out and accompany him/her home. Your child may not be sent home alone.
**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES**

District facilities are made available on an equal basis for use by community organizations when the buildings are not otherwise being used for school purposes. Superintendent’s Policy 1300 provides guidelines related to reservations and use of district facilities by community members. The policy is available on the District website. Questions regarding facility use and reservations may be directed to 720-972-4337.

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**B.A.S.E. PROGRAM AT THE STUDIO SCHOOL**

Our school offers a community based Before & After School Program. This program is designed to provide educational childcare services to students attending The Studio School.

Please contact Christine Hughes, Site Director for more information at 720-972-3640

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**AFTER SCHOOL PROGRAMS AND CLUBS**

These programs were offered 18/19 school year

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<tr>
<th>Stage Craft</th>
<th>Guitar/Ukulele Classes</th>
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<td>Soccer</td>
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<td>Karate</td>
<td>Drum Troupe</td>
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<td>Lego Club</td>
<td>Young Rembrandts</td>
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STUDENT ASSESSMENT

Student progress is documented using many different assessment tools, some measures are formal assessments and some measures are informal assessments.

Informal measures include teacher observations, checklists and anecdotal records. These measures are used in every grade level.

Each grade level has more formal assessments that are used as well. These may include:

- Portfolios
- CMAS Math & ELA 3rd—5th grade
- PALS Phonological Awareness
- Literacy Screening K-3rd grade
- DRA Developmental Reading Assessment
- MAP Assessment
- Pals Plus—4TH & 5TH grade
- Arts Integration Celebration
- Grade Level Performances
- Formative & Summative Class Assessments (in all contents)

CONFERENCES

Communication between parents and teachers is a key to success at school. Parent teacher conferences are held twice a year, once in the fall (October 9, 10) and once in the spring (February 11, 12). We look forward to visiting with each of our families at these times. If you need to talk with teachers in between conferences, please make an appointment with the teacher.

Please honor instructional time between teacher and students. If you need extra support, please schedule an additional meeting time.

REPORT CARDS

The Studio School is on a semester attendance/grading period for grades Kdg-5th. First semester ends December 19th. Second semester ends May 21st. Report cards are completed at these two times of the year.

CLASSROOM NEWSLETTERS/UPDATES

Each grade level/teacher will post a monthly classroom newsletter and/or updates on the website covering units studied, topics covered, expectations for students, and other important information/happenings that go on in the classroom.

PORTFOLIOS

The staff will develop a portfolio system for keeping and sharing student work, including their art work. Parents will view portfolios with students at conferences and at the end of the year.

Our Philosophy - What are the district’s beliefs regarding Standards-Based Grading SBG?

Adams 12 Five Star Schools believes in the following guiding principles and tenets of standards-based grading. These guide our daily work as we assess where students are in their progress toward meeting pre-determined expectations – standards.

Standards-Based Grading Guiding Principles

- The primary goal of grading and scoring is communication.
- Grading and scoring are evaluations of what a student knows and is able to do based on clearly established standards.
- Grading and scoring should be timely, accurate, specific, and fair.
- Grading and scoring are key in the instructional process so that teachers and parents can provide the appropriate support.
- Grading and reporting are one of the educator’s most important responsibilities.
HOMEWORK POLICY

Classroom teachers have developed grade-level expectations and procedures for homework. Each teacher will send home information that is specific to the particular grade level during the first few weeks of school. Generally, all homework expectations follow common guidelines. The purpose of homework is to give students opportunities to practice skills, to prepare for a new topic, or to elaborate on material that has been previously introduced. The amount of homework depends on the grade level, subject, and the individual needs of the student or class. Each teacher will provide clear and timely feedback to the student regarding his or her performance on homework.

It is our expectation that students complete the homework and turn it in on time as appropriate. If you or your child has questions regarding the homework, please contact the teacher for clarification and/or assistance.

Generally, for a student to be successful with homework, he/she needs:

😊 A place to do homework. If possible, your child should do his/her homework in the same place (an uncluttered, quiet space to study).

😊 A schedule for completing homework. Set a homework time that fits in with your families activities.

😊 Encouragement, motivation, and prompting. Your child needs to practice independently and apply what he/she learned in class. If your child consistently cannot complete homework assignments alone, please contact the teacher.

😊 Reasonable time expectations. If your child seems to be spending too much time each night on homework or appears frustrated, please contact the teacher.
DISCIPLINE POLICIES

The school staff is committed to the philosophy behind Positive Behavior Supports (PBS), which looks at a positive approach to encouraging community and has a focus on prevention and safety by teaching and sustain good behavior. With the support of this program, we will develop consistent behavior expectations throughout our school in each area of the building (hallway, restrooms, playground, library, and cafeteria).

CLASSROOM:
Teachers will develop classroom agreements in the beginning of the year.

OFFICE REFERRALS:
When classroom interventions have failed, students may be sent to the office with a referral. Parents will be contacted by the principal when there is a need for follow up at home.

CONSEQUENCES:
The staff will develop consequences to direct students to make better choices and learn from their mistakes. We will also be enforcing superintendent policies to ensure safety of all our students.

RESTORATIVE JUSTICE:
Students and staff will work towards an understanding of how their actions affect the group. Restorative Justice is a way of offering students opportunities in identifying and taking steps to repair harm and building stronger community through resolutions that includes all the stakeholders.

CONFLICT MEDIATION:
Students will receive training in problem-solving and will learn to take responsibility for resolving conflict at school.
ATTENDANCE INFORMATION

Consistent school attendance is critical to the educational success of your child. Attendance is monitored by a computer-based program.

- If a student is absent from school less than one hour, a tardy will be marked. Between one and three hours will be considered a half-day absence. More than three hours will be considered a full-day absence.

- **Excused absences** are those resulting from illness, injury, non-emergency medical/dental appointments, religious observances, family emergencies, or other reasons as specified by the law. Please provide documentation within two business days.

- **Excessive excused and unexcused absences** are defined by the state of Colorado as more than 7 absences in a year and we will implement the following district intervention guidelines:
  
  3 absences: Classroom teacher will contact via phone, note, conference or other form of communication.
  
  5 absences: First attendance letter sent from administration.
  
  7+ absences: Attendance contract and/or district attendance hearing.

**Unexcused absences are recorded when:**

- No communication has been received from parents regarding absence. An attempt will be made (using our automated calling system) to contact parents if a student is absent and not excused.

- Vacations– try to schedule vacations with the school calendar. The same goes for doctor appointments.

- Student’s will be marked “TARDY” promptly after 7:35 am.

NOTIFICATION OF UPCOMING ABSENCES

Parents are encouraged to notify school personnel whenever absences are upcoming (known in advance) using the “Pre-Arranged Absence Form”, which is available in the office. It is important to note that these absences do count towards student’s overall attendance totals including determination of excessive excused and that these absences may affect student academic progress and grades.

A **partial absence** is defined as a student entering or departing class sixty (60) or more minutes from the scheduled start or end time of the class. Partial absences will be determined to be either excused or unexcused according to the same criteria as all other absences.

**Excessive partial absences**, defined as partial absences in a number that negatively impacts the student’s achievement and/or ability to complete make-up work comparable to in-class activities may result in consequences at the discretion of school officials, and may include the initiation of an attendance contract.