



Discovery Magnet School
Community & Family Handbook

4949 E 147th Ave
Thornton, CO 80602
303-655-6260

Mission/Vision

Mission: We believe through an emphasis on problem based learning and thoughtful connections, students will become engaged learners and responsible community members.

Vision: In partnership with our families and the community, 27J Schools empower every student today to take control of their future tomorrow.

Values

Dino Pride

Responsibility

Optimism

Connection

Kindness

Discovery Magnet School Family Handbook

Family Expectations

Through mutual respect within the entire school community, our students will grow and learn in a positive atmosphere where faculty, staff, parents, and stakeholders together are enthusiastic about the teaching and learning process.

Discovery Magnet Families are expected to exhibit ethics and standards:

- When interacting with others (students, other parents, staff members, stakeholders).
- In discussing the educational needs of students. Discussions need to be held in appropriate settings.
- In helping to create an inclusive school culture and foster positive behavior; our systems and structures will reinforce our values.
- By being on time or early for school drop off and pick up.

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Absences

- In the event your child will not be at school, please call the attendance line at 303-655-6260 and coordinate makeup work with your student's teacher.
- Teachers are not responsible for providing work for re-arranged absences.
- [District Attendance Policy](#)
 - Absences after 10 are not excused without documentation.

After School Events and Clubs

- After school events and clubs will be offered after school. These clubs will be communicated in the newsletter or through PeachJar.
- Transportation will be up to families for any after school activities.

Arrival/Dismissal Procedures

- Supervision for students begins when the building opens at 7:40am (unless eating breakfast - see below).
- The "Hug and Go" lane at the front of the school is for active drop offs and pick ups only. No parking, exiting the vehicle, etc is allowed.
- Please use the parking lot when walking your child into school or needing to exit your vehicle to help your child with belongings. Please use crosswalks.
- Students who arrive after the 7:45am tardy bell will need to be signed in at the front office by an adult, for safety purposes.

Athletics

- [Click here for information](#)

Breakfast

- Breakfast is offered daily from 7:20-7:40am.
- Students need to enter the building at the cafeteria doors. A staff member will be posted at this door to admit students.
- Students need to be in the cafeteria by 7:20am to get breakfast so they have enough time to eat before the bell at 7:40am.

Cell Phones and Smart Watches/Personal Belongings

- Students are not permitted to have cell phones or Smart Watches on during school hours (unless there is a medical need). Please refer to our [Cell Phone District Policy](#). As a school, we follow the **Elementary Schools policy**: Student use of cell phones is prohibited. If a student is asked to carry a cell phone by parents (ie. the student walks home and phone is for safety), the phone must be kept in a secure location until the end of the day.
- Cell phones need to be turned off and stowed in the student's backpack between 7:40am - 3:30pm.
- If students have their cell phones out during the school day we will issue a warning the first time and ask students to put their cell phone in their backpack. The second time: the cell phone will be confiscated and parents will be called to pick up the cell phone in the office. After three parent pickups, we will partner with the parents to create a plan. The plan may include dropping it off at the office at the beginning of the day or leaving the phone at home.
- Cell phones and Smart Watches should not be used by students to access music, ebooks, or to complete any type of assignment during the school day, unless directed by the teacher.
- Teachers are permitted to collect all phones and watches in a basket at the beginning of the day and return them to students at the end of the day.
- Please do not let your child bring other toys or belongings from home, as bringing a treasured object to the school can create tension for the other children and distract the learning environment. Moreover, each child's personal storage space is limited. It can be distressing for children and staff members when things are lost or misplaced. **There will be authorized times that this may be allowed by the teacher.**
- We cannot assume responsibility for the loss of or damage to personal belongings.

Chromebooks (Usage, Care, Internet Safety)

- Each child is assigned a Chromebook. Students will be expected to exhibit our core value of RESPONSIBILITY when caring for their chromebooks.

- K-6 students will store Chromebooks at school unless otherwise arranged by the teacher. On occasion, as designated by the teacher, 5th and 6th graders may take their Chromebooks home.
- 7-8 students will be responsible for their own personal Chromebook and charger that they will take home and bring to school daily. Chromebooks are a required school supply, and it is expected that they are charged each morning.
- Parents must sign the district policy letter and agree to the terms before a Chromebook will be issued.
- If students damage their Chromebook, appropriate fees will be assigned. If they lose their charger, a \$30 fee will be assigned for a new one.
- Have further questions about the expectations, fees and fines of Chromebooks? Please visit the [District Policy](#).
- [Troubleshooting guide](#)
- For proper use of Chromebooks, wired headphones are required and should be provided by the family.
- Inappropriate use of Chromebooks, including internet searches, will result in possible restrictions or loss of technology privileges in addition to disciplinary action.

Classroom Celebrations & Student Birthdays

- Please communicate with the teacher a week prior to wanting to visit for a celebration to find the best times.
- Please contact your child's teacher concerning food allergies, procedures, and appropriate treats before bringing in treats for birthdays or celebrations.
- Packaged treats with ingredients lists are appreciated for students that have allergies.
- Please try to limit sugary treats and provide small portion sizes.
- No balloons, flowers, or deliveries of either are permitted for students.

Communicating with Teachers

- Email is the preferred method to communicate with most teachers.
 - Please allow 24- 48 hrs (during work hours) for a response.

- If there is an immediate need with your child, such as needing to pick up early or change of after school plans, please contact the front office (303-655-6260) as well as the classroom teacher. We encourage teachers to have their emails OFF during the day to engage in learning, so please make sure the office is called.
- In the event of an issue with a teacher, please contact that teacher first before contacting administration.
 - Meetings with administrators will only take place after communication with the teacher concerning the issue occurs.

Discipline Policies/Student Behavior Expectations

- Students and staff will demonstrate our Dino Pride at Discovery: Responsibility, Optimism, Connection, and Kindness.
- We will use our PBIS (Positive Behavioral Interventions and Supports) to establish an inclusive and safe learning environment for all students.
- If a student has a behavior incident, the parent will be notified and the school will follow the district's Student Code of Conduct for disciplinary action. Please refer to the 27J Code of Conduct Policy: [District Policy](#).
- In the event of an issue regarding behavior, please contact that teacher first before contacting administration.
 - Meetings with administrators will only take place after communication with the teacher concerning the issue occurs.
- Behavior that takes place on or off campus may result in disciplinary action. Please refer to the 27J policy for Off Campus Behavior: [District Policy](#), and Student Conduct on School Buses: [District Policy](#).

Dress Code

- Please make sure your child's "B's" are covered: bottom, breasts, belly.
- Sweatshirt hoods/ jacket hoods are not permitted to be worn indoors.
- Hats/beanies are permitted to be worn if they do not cause a distraction and do follow guidelines; they must be form fitting to the head.
- [Dress Code](#)

Grading

- K-2nd grade - report grades will be marked as E (Excellent) S (Satisfactory) or N (Needs Improvement).
- Kindergarten will not have a 1st quarter report card as the focus will be working with the students to create a community of learners.
- 3rd-8th grade - report cards grades will be marked with an A-F grading system.
- Grades are recorded in Infinite Campus (IC). We encourage families to find one day a week to review Infinite Campus together to keep track of progress.
 - “M” in the system means that the assignment is MISSING and has not been turned in.
 - Teachers will update grades weekly.
 - If you have any questions or concerns about your child’s grades, please be proactive and reach out to your child’s classroom teacher.
 - We support students being able to retake or revise (one time per assignment) any assignment within the midterm window.
 - **Progress reports** - Communication of current standing or missing reports should be sent home to parents via IC or printed.
 - **Mid-Term Turn-in** - Deadline for revision/retakes or missing assignments; After this date change Ms to 4s in IC
 - **End of Quarter** - Locking grades; end of reporting window
 - **End of Semester** - Teacher comments added to reports
- Report Cards are posted to Infinite Campus quarterly.
- Specials/Electives (art, technology, music and PE)
 - K-4th grade - modeling our core values; no grades assigned in IC or on a report card
 - 5-8th grade - letter grades will be assigned in accordance with state standards of mastery.
 - Advisory 6th-8th grade- will be graded as Pass/Fail.
- We will use the following scale below to measure student learning in IC and on assignments. Everything that is graded will be out of 10 points with the lowest number being a 4, not a 0.
 - 10 = Standard mastered at an advanced level (Mastery)
 - 9 = Standard met but 1 minor detail missing (Highly Competent)
 - 8 = Big concept is accurate with multiple minor errors (Proficient)

- 7 = Big concept has one major error (developing)
- 6 = Very basic understanding of big concept; many errors (beginning)
- 5 = Attempted (no evidence of understanding)
- 4 = No Attempt (marked as M (missing) until midterm window)

Family Communication ([Infinite Campus](#))

- Contact information is pulled from Infinite Campus (IC), so please make sure your information is always current. Please contact the office if you need assistance accessing IC.
- Communication Folders
 - Folders are provided for each student.
 - Grade levels will develop a plan for distribution. Please check with your teachers' policies to see when these folders will be sent home.
 - Folder information could include: lunch menus, state test scores, picture day information, etc

Food/Snacks

- Each classroom will have a set snack time. Please pack a healthy snack for your child that can be finished in 10 minutes and eaten neatly while working and leaving a clean work surface.
 - Great examples: Sliced fruit, crackers, string cheese, go-gurts, trail mix, granola bars, applesauce, protein packs.
 - No shareable sizes, please.
 - No candy or desserts.

Health Needs/Medications

- All medication must be checked into the front office. Students may not bring in any type of medication without approval.
- Prescription and non-prescription medication which must be administered during the school day shall be given by the school nurse or other school personnel, designated by the principal, and school nurse. This medication shall be kept in a locked cabinet or safe.
 - This includes cough drops, Advil, inhalers, vitamins etc.

- Please refer to the 27J District Policy for Administering Medications to Students: [District Policy](#).

Homework

- Teachers will use their professional judgment when assigning homework.
- If your teacher has not assigned homework, please read or listen to books for 10-20 minutes every night.
- Homework should not cause undue stress on your family. It can be a great resource to support your child with their educational experience. Please communicate with your teacher if the homework load is becoming stressful.

Lost and Found

- Lost items are collected in a designated area by the front doors. In nice weather, the Lost and Found will be rolled out to the Hug-and-Go lane. Please park and walk to take a look if your child is missing something.
- Items are donated at the end of each month, so please mark your calendar to check before the end of the month. Reminders will also be in the newsletter.

Lunch/Lunch Delivery

- Please be aware of the lunch times if you need to deliver lunch for your child. Classroom teachers will provide the information on lunch times.
- Due to food allergies, food deliveries from delivery services will not be accepted. Drivers will be turned away if they arrive with a delivery for students.
- We ask that you do not bring lunch for anyone but your own child.
- In order to limit interruptions during the school day, we encourage parents to pack a lunch for their child or enjoy free lunch provided by our school's cafeteria.
- Only 7th and 8th grade students are permitted to use the cafeteria microwaves.

Parents in the Building (Lunch, Volunteering, Field Trips)

- Lunch with your child
 - Bringing lunch - please bring the lunch to the office. Students will not be allowed to go to the parking lot to pick up a lunch that is being dropped off.

- Joining for lunch - volunteers in the lunchroom are always welcome. Due to space and the quick turnaround time, families cannot join the table to eat lunch with their child. You are welcome to join at recess and/or help monitor the lunchroom to be part of the lunchtime routines.
- Volunteering
 - Please communicate with the classroom teacher to schedule a day and time to come volunteer in the school.
 - All parents must fill out the Volunteer and Partner Non-Disclosure and Confidentiality Agreement before volunteering at Discovery Magnet School.
 - Check in at the office for a visitor's badge when you arrive.
 - Have your photo ID ready
- Field Trips
 - Field trips will be planned by grade levels to support our values and/or our curriculum/problem based learning.
 - Teachers will request chaperones, if needed. Please work with your teachers for chaperoning. Siblings may not attend field trips as the primary responsibility will be to accompany the grade level students for safety and educational purposes. See our [District Policy](#).

Pets

- To ensure the safety of our DMS community, pets are only allowed on the community sidewalks. Pets are not permitted on school property.

PTA

- The purpose of this committee is to help build community within our school.
- PTA website - <https://dmspta.dreamhosters.com/>
- Meetings are on the second Tuesday of the month at 6:00pm in the library.

SAC - School Advisory & PBL Committee

- The purpose of the committee is two-fold:
 1. School Advisory/Accountability Committee is a group of parents that meet to help keep the Unified Improvement Plan (UIP) applicable to

families and students. Many times in education, our systems can be difficult to understand if you are not in the field of education. This committee helps with communication to families, through our newsletter write up, that explains our process toward our vision and goals.

2. The PBL side of this committee helps build connections with companies, industries, and others that may be able to serve on panels for students towards the end of their PBL cycle.
- This committee will meet about every 8 weeks, on the 2nd Wednesday, every other month.

When to Keep Your Child Home (Illness)

- Feeling feverish, having chills or fever with a temperature of 100.4°F or greater (within 24 hours)
- Shortness of breath or difficulty breathing
- Nausea, vomiting/throwing up (within 24 hours)
- Diarrhea (within 24 hours)

NOTICE OF NON-DISCRIMINATION

27J Schools is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions relating to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.