

**WESTVIEW ELEMENTARY**  
**2018-2019**  
**STUDENT AND PARENT HANDBOOK**

**1300 Roseanna Drive**  
**Northglenn, CO 80234**  
**Office: 720-972-5680**  
**Fax: 720-972-5699**  
**Attendance: 720-972-5698**



<http://westview.adams12.org>  
<http://adams12.org>

🐾 Always learning, growing, improving together 🐾



1500 East 128<sup>th</sup> Ave.  
Thornton, Colorado 80241

**BOARD OF EDUCATION  
2018-2019**

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## WESTVIEW ELEMENTARY SCHOOL CALENDAR 2018-2019

August 9	District In-Service Day
August 10	Teacher Duty Day
August 13	Back to School Night/District In-Service – BASE is Open
August 14	Teacher Duty Day
August 15	First day of School for Students
September 3	NO SCHOOL-Labor Day
September 4	Elementary Assessment Day
October 2	Fall Picture Day with Studio 5 Portraits
October 3	Vision & Hearing Screening
October 10	Early Release Day/Fall Parent Teacher Conferences (2:00 p.m.-7:20 p.m.)
October 11	NO SCHOOL for Students-Fall P/T Conferences (3:30 p.m.-7:30 p.m.)
October 12	NO SCHOOL for Students or Staff–Comp Day/In-Common Release Day
November 8	Picture Retakes with Studio 5 Portraits
November 12	NO SCHOOL-Veterans’ Day
November 15	K-5 School Read In Event
November 19	NO SCHOOL for Students or Staff –Teacher Comp Day
November 20 – 23	NO SCHOOL for Students or Staff-Thanksgiving Break
December 21	NO SCHOOL for Students - Teacher Duty Day
December 24 - January 4	NO SCHOOL-WINTER BREAK
January 7	NO SCHOOL for Students-In-Common Release Day
January 8	Students Return to School
January 18	Elementary Assessment Day
January 21	NO SCHOOL-Martin Luther King Day
February 5	Spring Picture Day with Studio 5 Portraits
February 13	NO SCHOOL for Students-Spring P/T Conferences (2:00 p.m.-7:20 p.m.)
February 14	NO SCHOOL for Students-Spring P/T Conferences (1:00 p.m.-7:20 p.m.)
February 15	NO SCHOOL for Students-District In-Service Day
February 18	NO SCHOOL-Presidents’ Day
March 25 - March 29	NO SCHOOL-SPRING BREAK
April 1	NO SCHOOL for Students-In-Common Release Day
May 3	Elementary Assessment Day
May 10	NO SCHOOL for Students-Elementary Work Day
May 23	LAST DAY OF SCHOOL/Report Cards Sent Home
May 24	Teacher Duty Day
May 27	NO SCHOOL-Memorial Day

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PLEASE NOTE: Various “District Policies, Notifications and Information for Parents and Students” have been inserted in the back of this handbook as an inclusion and for your reference of additional information.

The following are some examples of information that may be outdated or inaccurate in this handbook due to changes throughout the school year:

- Referenced District Policies (Handbooks should reference policies located on the district webpage: [www.adams12.org/district-policies](http://www.adams12.org/district-policies))
- 2-hour delayed start (Handbooks should reference our district webpage: [Process for School Closures and 2-hour Delayed Starts](#)).
- BASE and Nutrition information (verify content with BASE and Nutrition Services staff)

### **WELCOME TO WESTVIEW ELEMENTARY**

This school handbook has been prepared as a resource for parents and students to maintain communication between home and school. The staff and administration invite you to visit our school, attend your children’s programs, and volunteer to become an active member of our School Accountability Team and Parent/Staff Partnership (PSP).

Please take time to review the district policy insert, as well as school policies and information included in our school handbook. If you are unable to find an answer to any of your questions, please feel free to call the school for additional assistance. We are very happy to have you and your child with us at Westview Elementary School.

Westview Web address: <http://westview.adams12.org>

District 12 Web address: <http://adams12.org>

### **Attendance and School Hours are:**

<b>Grades 1-5</b>	<b>7:35 - 2:30 M, T, Th, F</b> <b>7:35 – 1:15 Wednesday only</b>
<b>Extended Day</b>	
<b>Kindergarten</b>	<b>7:35 – 2:30 M, T, Th, F</b> <b>7:35 – 1:15 Wednesday Only</b>
<b>Kindergarten a.m.</b>	<b>7:35 – 10:40 M, T, Th, F</b>

**(Half day) 7:35 – 10:00 Wednesday only**

**Kindergarten p.m. 11:25 - 2:30 M, T, Th, F**  
**(Half day) 10:50 - 1:15 Wednesday only**

**BASE Before School: 6:30 am-7:35 am**  
**After School: 2:30-6:00pm**  
**(Wednesdays) 1:15-6:00pm**

### **Daily Lunch Schedule:**

<b><u>Grade Level</u></b>	<b><u>Recess</u></b>	<b><u>Lunch</u></b>
Kindergarten	10:40-11:00	11:00-11:20
1 <sup>st</sup> Grade	11:00-11:20	11:20-11:40
2 <sup>nd</sup> Grade	11:20-11:40	11:40-12:00
3 <sup>rd</sup> Grade	11:40-12:00	12:00-12:20
4 <sup>th</sup> Grade	12:00-12:20	12:20-12:40
5 <sup>th</sup> Grade	12:20-12:40	12:40-1:00

### **Meal Prices:**

**Breakfast:** Daily: \$1.75 Weekly: \$8.75  
Reduced: No Charge (all grade levels)

**Lunch:** Daily: \$2.60 Weekly: \$13.00  
Reduced K-5: No Charge  
Milk: \$.60 Daily \$3.00 Weekly

**Adult:** Adult Meals \$3.75

\*\*Note: Above prices are subject to change as needed

### **IMPORTANT**

**Your child’s safety is of the utmost importance to us! It is imperative that students are dropped off no earlier than 7:25 a.m. and picked up no later than 2:30 p.m. (1:15 p.m. on Wednesday).**

**Any students who are dropped off before 7:20 a.m. or left after school habitually may be referred to and picked up no later than 2:30 p.m. (1:15 p.m. on Wednesday). Any students who are dropped off before 7:20 a.m. or left after school habitually may be referred to the attention of Adams County Social Services, Department or Northglenn Police Department.**

Office Hours/Phone Hours.....7:00 a.m. – 3:30 p.m.  
Office Phone Number.....720-972-5680

## **ATTENDANCE POLICY**

**Attendance Number 720-972-5698**

**Attendance is essential for students' long term academic success. Emerging attendance concerns for all students will be monitored regularly.** The following procedures and guidelines are designed to support Superintendent Policy 5020 and Colorado School Attendance Law of 1963 (C.R.S. § 22–33–101) pertaining to student attendance. Please familiarize yourself with these policies.

1. It is the parent's responsibility to notify the school attendance line, 720-972-5698, any time a student is absent from school including after school clubs or activities. Please do so by 8:15 a.m. This policy is necessary to ensure the safety and well-being of each student.
2. If your child will be absent for an extended period of time contact both the school attendance line and the classroom teacher so we are best able to support your child's academic success.
3. Students and families will be notified when attendance becomes an emerging concern:
  - ❖ Upon 2-3 absences (excused or unexcused) the classroom teacher will conference with the student.
  - ❖ At 4-5 absences (excused or unexcused) parents will be contacted by the teacher to discuss the student's developing attendance and the impact on academic performance.

- ❖ At 6-7 absences (excused or unexcused) parents will be contacted by administration by phone or in person via written correspondence.
  - ❖ At 8-10 absences (excused or unexcused) parents/guardians will be encouraged to meet with building administration to review the School Attendance Contract.
- \*\*Upon implementation of the School Attendance contract, parents/guardians must provide a doctor's note and/or verifiable notice for legal or family emergency for any further absences.**
- ❖ When all other measures fail, parents/guardians will be asked to meet for a District Truancy Review which will include an opportunity for further intervention support. This review may result in a referral to the 17<sup>th</sup> Judicial District Truancy Court.

**Tardies/Late Arrival/Early Departure:** The habit of arriving tardy, arriving late or leaving early is **VERY DISRUPTIVE** to the whole classroom. In addition, the student misses important instructional directions at both arrival and departure times. Excessive Tardies or Late Arrival/Early Departures may also result in school, district and/or court intervention. All late arrivals and early departures are recorded as a *partial absence* if they are more than 10 minutes.

If a student is checked out for lunch they need to be returned within the allotted 40 minute lunch period. If they are later than 40 minutes they are considered tardy and if they are more than 10 minutes late they are counted *absent ½ day*.

Students leaving school prior to regular dismissal time must be signed out of the school by a parent or a parent authorized person. No student shall leave the school grounds while school is in session unless they are under the supervision of an employee of Westview Elementary or being checked out by their parent or parent-authorized adult. Check out at the office is required. **UNDER NO CIRCUMSTANCE SHALL A CHILD BE RELEASED TO AN ADULT WHO DOES NOT FIRST APPEAR AT THE OFFICE.** The members of the office staff

shall exercise all caution to assure themselves that the student is being released to persons authorized to have custody of the child.



### **We view attending school as our students' job.**

- Students who have attendance problems are more likely to drop out of school and not graduate from high school.
- Students who are absent 20 or more days between Kindergarten through 3<sup>rd</sup> grade are clearly associated with poor achievement, truancy in middle school, school dropout, delinquency and substance abuse (National Center for School Engagement).
- Children who experience chronic absences in Kindergarten had the lowest academic performance in reading and math in fifth grade (National Center for School Engagement).

**Students, with the support of their families, should make every effort to be at school EVERY DAY, ON TIME.**

#### **Perfect Attendance Policy**

**Perfect attendance will be recognized on a semester and school year basis. Perfect attendance exists only when there are no absences, no partial absences, no tardies/late arrivals or early departures.**

#### **MAKE UP WORK**

When your child is absent, please give teachers a **full day's** notice to prepare homework. In the case of an extended absence (i.e., more than 2 days), please give the teacher three days notice to prepare homework. Teachers have limited planning time during the day and cannot always prepare a packet of class work **on the day you call.**

For each day a child misses school, he/she will be given the number of days of the excused absence plus one day to complete the missing work.

#### **B.A.S.E./SUMMER PROGRAMS**

Adams 12 Five Star Schools Before and After School Enrichment (BASE) Programs serve elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and BASE Programs frequently have a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development.

For more information about our school's BASE Program contact the BASE Site Director at #720-972-6071 or [click here](#).

For more information about our district BASE Programs [click here](#).

#### **BEFORE/AFTER SCHOOL POLICIES**

##### **Before School**

WVE will begin the day with hard start. Students will be able to enter their classrooms at 7:25 a.m. **Students may not arrive on the school grounds before 7:25 a.m. unless they are participating in the breakfast program which begins at 7:00 a.m.**, and then students should not arrive before 7:00 a.m. Students may not play on the playground or equipment before school. **We do not have coverage on the grounds prior to 7:25 a.m.**

### After School

Students will be encouraged to go directly home after school unless **PRIOR** arrangements have been made with their parents.

1. By board policy, teachers, at their discretion, may keep children up to 15 minutes after school without prior notice. Parents will be notified before hand when a teacher wishes to keep a child more than 15 minutes.
2. Students may not play on the playground or equipment after school. Students must leave school grounds immediately following dismissal.

We want to remind you as part of our continuing effort to ensure the safety of all students; students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the school office prior to the child being released. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at school until the end of the day. If you wish to have other people pick up your child(ren) prior to the end of the school day (without us contacting you to authorize the release), please come in and complete a “Student Pick-Up Authorization” form. Thank you for your understanding and cooperation.

**Parents and caregivers occasionally run into a problem and are unable to pick their child up at dismissal time. The students should wait in the office until someone is able to pick them up. Parents who are habitually late in picking up their students may be referred to the Adams County Department of Social Services or Northglenn Police Department.**

**In addition, this policy will apply to the morning hours as well. Parents habitually dropping their children off before 7:25 a.m. bell on a regular basis will receive one written notice. After that notice, the student may be referred to the Adams County Department of Social Services or Northglenn Police Department.**

### BICYCLES AND SCOOTERS

Students are permitted to ride their bikes and scooters to school. However, it is the parents’ responsibility to determine if their child has

the skill and knowledge to make the journey safely. Students are to walk their bikes/scooters at all times when on school grounds. Bike locks must be used within the bike rack as **there is no supervision of the bike rack during the day and no liability on the school’s part if a bike is stolen.** We strongly encourage students and their families to walk to and from school each day. This is an excellent way to get a little exercise and also cut down on the traffic near the school.

### CELL PHONES

Students’ cell phones must be off and stored in their backpacks during the school day from 7:25 a.m. until 2:30 p.m. or 1:15 p.m. on Early Release Wednesdays. Please be sure to read the district insert in the back of this handbook referencing “Cell Phones and Other Personal Electronic Devices”.

Improper use of cell phones will be addressed as follows:

**1<sup>st</sup> Offense** – The device shall be confiscated and transferred to the school administrator. Parent/guardian shall be notified and the device may be released to the student at the end of the school day.

**2<sup>nd</sup> Offense** - The device shall be confiscated and transferred to the school administrator. Parent/guardian shall be notified and the device may be released only to the parent/guardian.

**3<sup>rd</sup> Offense** – Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration.

### CHANGE OF ADDRESS

**Please notify the school immediately** if you change your address or telephone number. It is also very important to keep emergency numbers up-to-date so that parents can be reached in case of emergency.



## CHILD ABUSE/NEGLECT

By law, any public or private school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.



## CLASSROOM ASSIGNMENT OF STUDENTS

This process begins with the value of maintaining diverse classrooms (classrooms that reflect the diversity of our community and the students we serve). Therefore, the following criteria, in order of importance, are used to establish new classrooms:

- ✓ gender (boys, girls)
- ✓ interpersonal skills (how students interact with peers and adults)
- ✓ academic overview in language arts (reading, listening, and writing), the sciences (math, science, social studies), and the arts (art, music, P.E.)
- ✓ special needs (gifted and talented, ESL, resource teaching)
- ✓ matching learning and teaching styles

At the end of each school year parents may submit a letter to the principal explaining students' learning needs and describing the optimal learning environment that should be considered for next year's classroom placement. (**Asking for specific teachers by name will not be accepted.**) These letters will be taken into consideration. However, the above factors are the major criteria upon which decisions are made.

The current year's grade level teachers meet first to determine tentative lists. These lists are given to the specialists (speech, mental health, SPED), the ELL teachers, and the specials (art, music, and P.E.) to review and are then given to the principal who makes the final approval. We are aware that even our best efforts to place students in the appropriate classrooms may need to be reviewed. Therefore, we ask you to wait and review your child's placement in the particular

classroom once the child has been in that classroom **at least three weeks**. During this period of time, students, teachers, and parents will have the opportunity to adjust to new surroundings, procedures and relationships. Then, if specific needs surface, changes will BE CONSIDERED.

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES

The Adams 12 Five Star Schools are public buildings, paid for by public funds. The district is pleased to have buildings used by community organizations when not in use for the educational program. Because usage in the buildings is in high demand, the district has developed a new Community Use Policy and a prioritization of use. The district's first priority continues to be to serve the educational and program needs of the school and the district. The second in priority are those partners which have contracts with the district called Intergovernmental Agreements (IGAs). Following education programs and IGAs, the district then provides a fair and equitable way for the district community to have access to use our facilities and fields. To use a district facility you must have a contract with the Community Use Department and scheduling for such use is now done through the district department. The district has also adopted a new fee schedule for rental of facilities and fields. Contact the Community Use Department to learn more about the Community Use Program by calling 720-972-4230.

## DIVISION OF STUDENT SERVICES

In addition to the other services mentioned in this handbook, the school district has an extensive special services program. Information about any of the following may be obtained by contacting the school principal or the Student Services Office at 720-972-4770.

- A. Speech/language
- B. Hearing Impaired
- C. Visually Handicapped
- D. Perceptual or Communicative (learning disabilities)
- E. Emotionally Disturbed (emotional problems)

F. Physical Disability

G. Program for the Significantly Limited Intellectual Capacity; Severe and Profound

(See related article at the end of this booklet)

### **DRESS CODE AT WESTVIEW**

The general standards of appearance for students are that they be clean, neat and properly dressed. Appropriate clothing helps remind students that school is a place for learning and that proper behavior and attention to studies are reasonable expectations. By Board Policy (Code 5060) restrictions upon freedom of student dress will be imposed at the discretion of the principal whenever the mode of dress in question is: 1) unsafe for student or those around him/her or 2) destructive to school property, disruptive to school operations or interferes with the education process in general. Halter tops, crop tops, mesh tops, spaghetti straps, short shorts, mini-skirts or cut or frayed sleeves or collars and exposed undergarments will not be allowed at Westview. A general rule of thumb on sleeveless tops is that the shoulder strap must extend from the collarbone to the edge of the shoulder and be at least 2” in width. Shorts and skorts are acceptable as long as the hem comes to the wearer’s extended fingertips. In cold weather hats are acceptable, but they are not allowed to be worn in the building. For extended time, in direct sunlight, such as field trips or field days, hats are also allowed. Students should not come to school with distracting or disruptive body piercings, overly applied make up or distracting body art such as tattoos or colored hair. (Please see related information regarding dress codes and the Safe Schools Policy in this handbook.) Parents, siblings and other family members are expected to follow the district dress code on school grounds and at school functions.

### **EMERGENCY COMMUNICATION WITH STUDENTS BY PARENTS**

We realize that there may be **EMERGENCY** situations which require you to contact your child during the school day. We also believe there is a need to maintain focus on learning within the classroom setting. If you do encounter an **EMERGENCY** situation, please contact the main office, not your child’s cell phone, and we will pass the information on to your child. To avoid disrupting the class, **WE CANNOT CALL CHILDREN TO THE PHONE, NOR CAN WE ALLOW THEM TO RETURN CALLS ON THEIR CELL PHONE DURING SCHOOL HOURS.**

### **EMERGENCY DISMISSAL OF SCHOOL**

Rarely, because of unexpected severe weather or civil defense warnings, it may be necessary for school district officials to dismiss the students before the end of the school day. Parents can plan for an emergency by making prior arrangements so their children can get into the home or stay with their neighbors since it is practically impossible for schools to inform parents when this emergency arises. No child will be released without directions from a parent/guardian. Stations **KHOW, KOA, KOSI, KBPI, KWBI, KDKO**, and television stations **2, 4, 7, and 9** broadcast early dismissals as well as whether or not the district is holding school in case of severe overnight storms.

### **ENROLLMENT AFTER THE FIRST DAY**

If you are enrolling a student at Westview after the beginning of the school year, the required paperwork must be completed and given to the office. Once approved, the office will process the paperwork and the teacher will be notified in order to prepare for the student (24 hour notice).

### **EXCUSED FROM P.E. AND SIMILAR ACTIVITY PROGRAMS**

The physical education program and recess activities have many educational, healthful and social values. Therefore, the Health

Services Department recommends that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely do so.

**Written notice from a physician is required in order to be excused from P.E. and recess.**

If a child does not attend school during the day due to illness he/she will not be allowed to participate in after school sports activities or any school sponsored evening activities.

### **EXTRACURRICULAR ACTIVITIES & ADDITIONAL PROGRAMS**

-Some of the extracurricular activities we offer are WSLC, choir, after school sports and clubs.

-Students who participate in extracurricular activities are subject to **all** Board Policies and Procedures which address student discipline and rules of conduct.

-Schools and/or activities may adopt additional disciplinary measures and rules of conduct that they deem appropriate, given the nature of the activity (i.e., Student Leadership Club).

**Participation in an extracurricular activity is a privilege, not a right. If a student is absent all day due to illness he/she may not participate in extracurricular activities that day or evening, i.e., choir rehearsals, choir programs, after school sports etc.**

Westview has offered several additional programs made possible through grants. Many of these programs are only offered to students who fit specific guidelines. These have included summer school for students on a READ plan, or before/after school and SOAR programs for students who are reading below grade level. Other programs are open to the entire school community such as our Family Literacy Nights, Fall Celebrations and Spring Fling sponsored by the PSP. Questions concerning any program can be directed to your child's teacher or the office.

### **FIELD TRIP GUIDELINES**

All district rules and procedures will be followed according to board policy and volunteers will be required to be familiar with these guidelines. There will be sign-up sheets to attend field trips; teachers will select volunteers on an equitable basis, disbursing the opportunity among as many parents as possible. To be eligible to attend volunteers must pass a Raptor screening, in the front office, prior to the field trip. Volunteers are responsible for the safety of all children assigned to their group.

**Only registered Westview students in that particular grade level will be allowed to attend the field trip.** All students attending the field trip will be dismissed from school grounds and will not be allowed to leave from the field trip location unless arrangements have been made with the administrator and teacher prior to the day of the field trip. All participants must be back to the bus at the designated time so that buses can return on schedule.

All chaperones must ride the bus to and from the field trip. Chaperones may not purchase items at concessions and gift shops while on a field trip. Siblings may not attend with a parent who is supervising a group of children from the school. Parents are expected to follow the Safe Schools Policy for dress when serving as a representative of the school on a field trip. Parent volunteers are expected to follow the district's Tobacco Policy which states that tobacco products are prohibited at any school, sponsored event or activity. This policy applies to all students, employees, and members of the public.

### **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Each room is equipped with instructions for procedures to follow during fire, tornado and lockdown drills. During these drills the students should follow the directions given by the teacher and behave in an orderly manner. The teacher is responsible for giving complete directions to be followed during these drills.

## GIFTED/TALENTED

At Westview every student has unique strengths and we intend to build on these in every classroom. Using assessment data, teachers will identify areas of strength and areas for growth for each student. Students will receive extension/enrichment opportunities within each grade level, based on their specific needs. Students performing two years above grade level may be formally tested to determine their level of gifted ability. Students meeting the criteria for GT designation will have an Advanced Learning Plan created by the classroom teacher, with input from the GT coordinator, parents and the student.

## HOLIDAY ACTIVITIES & BIRTHDAY CELEBRATIONS

During the school year we incorporate some of our teaching activities with the holidays (i.e., Halloween, Thanksgiving etc.). If you and your family have a philosophical/religious reason why you would like your child **not** to participate in these activities, please feel free to contact your child's teacher **prior to the event**. The teacher will make every attempt to provide an alternative activity for your child.

Also, regarding veneration of the United States flag, **if you have philosophical reasons and prefer that your child not participate, please notify the teacher.**

Although we recognize the significance of a child's birthday, birthday celebrations at school may only impact 15 minutes or less of instructional time. Parents wishing to send in treats for a child's birthday must provide the treats, plates, utensils, etc. for the classroom teacher. Parents must work with the classroom teacher to determine an appropriate time to distribute any treats.

**Per the District Wellness Policy, any food or drink items brought into the school need to include healthy choices for students.** Please refrain from bringing cupcakes and or sweet treats as they are not in the District Wellness Policy.

## Birthday Deliveries

In order to create and maintain an educational setting which values learning and causes the least disruption to the school, we ask that relatives/friends **not** send deliveries to students at school. These deliveries would include balloons, flowers, teddy bears, etc. Any such items will be held until the end of the school day at which time a student may claim the item to take home. Classes will not be interrupted nor will students be allowed to carry items with them throughout the school day and into the classroom. Please help us in maintaining an academic environment by celebrating important family events at home. Similarly, we ask that all party invitations/gifts be delivered by students at school outside the hours of 7:30 a.m. and 2:30 p.m./1:15 p.m. on Early Release Wednesday's so as to avoid disruptions.

## INSURANCE

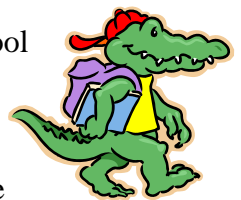
The district does not automatically provide the student with insurance coverage, but an optional student accident insurance plan is available. The policy provides cash benefits and protection in case of injury at school. Parents wishing to take advantage of this insurance plan may do so at their discretion and at a nominal cost. Twenty four hour coverage is available.

## KINDERGARTEN ENTRANCE REQUIREMENTS

Any child who is five years of age on or before October 1<sup>st</sup> is eligible to enter kindergarten. To register it is necessary that you bring your child's birth certificate, immunization record, (state law requires at time of registration), and proof of residency (2 bills that pertain to the house).

## LOST AND FOUND

A lost and found collection bin is placed within the school building. Ask the office for its current location. Parents are encouraged to frequently check the bin for their child's belongings. It is highly recommended that clothing articles be clearly labeled with the child's name for easy identification in the event of a loss. At the end of each



semester, the unclaimed articles will be given to a charitable organization.

### **NO RETALIATION AGAINST PARENTS WHO VOICE CONCERNS**

When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child's teacher or school administrator when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the student. The staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solutions. No retaliation can occur against students or family who voice concerns or file grievances. Students, families and community members can be heard by BOE when the internal hearing procedures have been exhausted.

### **PARENT/GUARDIAN CONCERNS**

We value two-way communication with our parents. We want our parents to feel comfortable with bringing concerns about their child's education to the attention of teachers and administrators at Westview. For classroom concerns, your child's teacher is the first source for finding a solution. If a resolution isn't reached between parent and teacher, the next step is to talk to an administrator. The principal at Westview Elementary should be the last level of resolution before moving to the district office.

At the district level, Executive Directors in Learning Services are assigned individual school within Adams 12 Five Star Schools. If a resolution has not been reached at the school level, the appropriate district administrator is the next resource.

You can and should expect Westview's policies, programs and activities to foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard and to be

acknowledged. Westview and the Five Star District remain committed to maintaining an environment that listens to parent concerns and responds to these concerns in a timely manner.

If parents have followed the district and Westview Elementary School's process for resolving concerns and haven't arrived at an agreeable solution, students and parents can be heard by the Adams 12 Five Star Schools Board of Education. If an issue goes before the board, the board members will determine if board policy has been violated to the student's or parent's detriment.

### **PARENT/STAFF PARTNERSHIP (PSP)**

The PSP is the official voice of Westview's parents and citizens. It serves as a two-way communication between school and community. Membership is open to parents of Westview students and citizens of the school community. This committee works cooperatively with the school in matters related to educational needs, school activities, and other concerns of the community. They meet monthly in the evening. Dates and times are announced on the marquee and/or in the parent newsletter.

### **PETS ON SCHOOL GROUNDS**

As part of District Policy 8900, it is the right and responsibility of parents, staff and administration to support a safe and secure educational environment. Therefore, it is important not to bring pets onto school grounds. Dogs, on or off leashes, are not permitted on school grounds unless they are trained service dogs.

### **PROFESSIONAL DAYS**

Please refer to the calendar on the inside cover of this booklet for the specific dates. Professional days, early release days, and district in-service days are work days for teachers. Students are not in attendance but the staff is participating in planning, in-services and other professional related activities. You are notified of these dates through the parent newsletter and they are included in the Westview calendar on the inside cover of this handbook.

## READING SELECTIONS

Many times teachers bring a selection of books into the classroom which supports the grade level curriculum. These books are selected from the stacks in our school library or from the teacher's personal library and are intended as a sampling of "what's available." Students are invited to choose a book from the teacher's selection, or are always welcome to pick their own book from the vast assortment available within the library. If your child ever brings home a book which you do not feel is appropriate, please feel free to contact the teacher, and we will do what we can to find an alternative selection. We ask that children show responsibility by paying for lost or damaged books.

## RECESS

Recess breaks are usually held outside. Please be sure your children are appropriately dressed with hats, mittens, coats and boots. The office checks for precipitation, temperature and the wind chill factor. Please see Dress Code regarding use of hats. Children will have outside recess unless the temperature is below 20 degrees or if there is precipitation. **Please assume that your child will be going outside and dress them appropriately.** Students will NOT be excused from outdoor recess without a note from their doctor.

## STUDENT DISCIPLINE – WESTVIEW'S PHILOSOPHY

All rules and subsequent disciplinary actions are for the purpose of allowing the teacher to teach and the students to learn in a positive environment with as few interruptions as possible and/or for the safety of all students.

Students shall be responsible for their conduct. Where such conduct causes loss or damage to school district property, the school district may seek recovery from the student and/or the parents or guardians. Where such conduct causes damages to/or loss of property to others with the resulting impact on the school or school programs, the school district may pursue appropriate disciplinary action.

1. Fighting, cursing, pushing, putting hands on or otherwise interfering with the well being of others is not permitted.

2. Cigarettes, alcohol, gangs, drug items or paraphernalia, knives, guns, toy guns/weapons, gun shells or any other sharp or dangerous objects are forbidden on school premises and may result in immediate suspension or expulsion.
3. Students will respect classroom rules.
4. Per district policy, if a student has been suspended from school the expectation is that classroom/homework must be completed. Students are eligible to receive full credit for make-up work completed and submitted by the dates established in Superintendent's Policy 6281 or as otherwise arranged with the teacher and/or administrator. Credit may be denied for make-up work completed after the designated deadline. Credit may be reduced for in-class or group activities missed which are not readily able to be completed with comparable make-up assignments and/or without the validity of the assignment being compromised.

Westview's teachers and staff will try various interventions before a student is sent to the office. However, if the staff member feels the situation is critical or if the safety and/or welfare of others are in danger, a student will be immediately referred to the office. Below is a range of consequences for a child being referred to the office:

- Sent to office and parents notified
- Call parents from office
- Student written letter of apology and/or explanation
- Staying after school or coming before school
- Loss of privileges (i.e., recess, assembly, activity, field trips, etc.)
- Work Detail
- Student put on behavior contract
- Parent Meeting
- Parent attend school – ½ day
- Parent attend school – all day
- In school suspension
- Out of school suspension
- Conflict mediation with all students involved

When children are referred to the office, every effort is made to help the children work through the problem and develop good problem solving skills and learn to look at a problem from both sides. Please refer to the district discipline matrix located in this handbook for other possible consequences.

### **What is Bullying?**

Bullying is a form of emotional and/or physical abuse that is characterized by a power imbalance in which a bully chooses victims that he or she perceives is vulnerable. Bullying is deliberate and repeated over time. It can occur in different

Forms. For example:

- Physical bullying (poking, pushing, hitting, kicking)
- Verbal bullying (yelling, teasing, name-calling, insulting, threatening)
- Social bullying (ignoring, excluding, spreading rumors, telling lies, getting others to hurt someone)

**Cyber bullying** is a growing form of bullying that involves sending or posting hurtful, embarrassing, or threatening text or images using the Internet, cell phones, or other electronic communication devices. Other forms of cyber bullying include creating Web sites that contain harmful or highly personal materials or images that may damage the victim's reputation or friendships, distributing questionnaires that poll classmates about a student's physical traits, and excluding victims from online groups.

### **How Bullying is Addressed**

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and / or address bullying.

1. Students who believe they have been victims of bullying should immediately report it to an administrator or teacher at their school.
2. Students who witness bullying are expected to seek the help of a school employee, if at all possible under the circumstances.

3. School staff that witness bullying in any circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
4. School administrators shall ensure that all reports involving student bullying are promptly and thoroughly investigated, and that appropriate action is taken.

Students who bully others will be subject to disciplinary action as described in District Policy 5100, Student Conduct, Discipline and Due Process. In addition to discipline sanctions, schools may implement additional strategies to prevent bullying including:

- a) Educating students about bullying and possible consequences.
- b) Peer mediation, conflict resolution or peer counseling programs.
- c) Parent conferences.
- d) Separating or excluding students who bully.
- e) Loss of privileges (e.g. recess, field trips, participation in extra-curricular activities).
- f) Staff and / or parent training.

### **Positive and Negative Consequences**

Students at Westview have the opportunity to earn Purrs PAWS when they do something positive that deserves special recognition.

**Individual classroom** teachers have their own system of recognizing students for positive behavior. These individual policies will be explained at the beginning of each school year.


**Negative behavior is typically handled in each classroom. School staff may send home Reflection Forms to parents documenting such behavior. When the behavior is very serious or is a repeated offense, it is handled by an administrator in the office. Possible consequences for inappropriate behavior are listed on the discipline matrix found in this handbook.**

### **School-Wide Positive Behavior Intervention Support (PBIS)**

PBIS is a systems approach to enhance the capacity of schools to educate all students, especially students with challenging social behaviors, by establishing clearly defined outcomes that relate to academic and social behavior.

In addition, PBIS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. PBIS is an integration of valued outcomes, science of human behavior, validated procedures, and systems change.

- It is a proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges.
- It is an instructional focus where emphasis is placed on:
  - a. Teaching behavioral expectations directly
  - b. Teaching social behaviors like academic skills
  - c. Maximizing academic engagement and success
  - d. Considering the influence of instructional support
- It uses data to guide intervention and management decisions. PBIS employs a consistent system of data collection, review and evaluation in determining the nature and intensity of resources.

<b>Westview PURRS</b>		
People		
Understanding		
Respect		
Responsibility &		
Safety		
Name _____	date _____	
Staff		

Please see the student Positive Behavior Support packet that your child brings home at the beginning of the year for details regarding all behavioral expectations at school. Entire classrooms of students demonstrating outstanding Purrs PAWS Handbook expectations may be recognized with a Class Pride Paws. Class Pride Paws are accumulated for class rewards. Both academic and character excellences are goals at Westview and are rewarded with privileges. Similarly, privileges such as participation in rewards may be revoked by teachers and school administrators from students who are not demonstrating appropriate academic behavior and character traits. As an example, privileges that can be revoked include WSLC skate parties, class parties, extra recesses, field days, field trips, etc.

### **REPORTING STUDENT PROGRESS**

#### **Parent/Teacher Conferences**

1<sup>st</sup> Conference: October 10, 2018 2:00 p.m. to 7:20 p.m.  
October 11, 2018 3:30 p.m. to 7:20 p.m.  
**(no school on the 12th)**

2<sup>nd</sup> Conference: February 13, 2019 2:00 p.m. to 7:20 p.m.  
February 14, 2019 1:00 p.m. to 7:20 p.m.  
**(no school on the 15th)**

#### **Assessments**

Colorado State standardized tests are administered to students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades each year. These tests are administered in the spring. The results for these tests are received in August/early September. Questions should be directed to the classroom teacher, the principal or district officials.

Additional assessments given throughout the year include the TS Gold Checklist and DRA (Developmental Reading Assessment) for kindergarten and first grade. PALS (Phonological Awareness Literacy



Screening), for K-3<sup>rd</sup> grades, is given in the fall and spring. The BRI (Basic Reading Inventory) is given to fourth and fifth graders.

The district MAPs (Measures of Academic Progress) in Reading and Math are given in grade levels 1-5 in the fall, mid-year and spring.

Classroom teachers also use a variety of formative assessments including daily work and projects. Information on grading practices is available in each grade level's handbook.

### **Report Cards**

Formal report cards will be given or sent home to parents at the end of first and second semesters. This card is the teacher's evaluation of how your child is doing in relation to their estimated ability. We invite parents to contact teachers for information concerning a student's progress. Personal achievement and progress is rated through Standards-Based Grading.

### **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.
- Grading and scoring need to provide information and evidence that students can use for self-evaluation.

### **Standards-Based Education Assessment and Grade Reporting**

#### **Tenets**

1. Grades and assessment scores must be based solely on achievement of standards. Factors such as effort, growth, attendance, behavior, and attitude will be reported separately.

2. Student learning for the identified report card criteria will be evaluated based on district rubrics, proficient/advanced student work samples, and checklists.
3. In order to make valid, reliable judgments, multiple varied assessments will be used to grade on a standard/essential outcome. Written responses, oral responses and performance-based assessments are all considered acceptable forms of assessment.
4. A student's level of achievement of a standard/essential outcome at any given time is best approximated by trends evident in his/her most recent assessments. In order to determine the student's current level of proficiency with respect to the standard, teachers use professional judgment based on evidence (Wormeli, 2009). **Grades then are not the results of the mean of all assessments.**
5. The use of zeroes for missing or incomplete assignments is misleading. In the context of a standards-based grading system, a zero indicates the lack of any knowledge or skills. Therefore, a zero for missing or incomplete assessments/assignments does not accurately represent a student's level of knowledge in regard to the standards. A symbol such as INC or M (missing) should be used instead.
6. Multiple opportunities allow students to demonstrate their level of competence with respect to a standard. This requires additional learning on the part of the student, and possibly additional teaching by the teacher before another opportunity. In these situations, teachers need to be aware of what needs to be quickly reassessed or if a particular concept can be reassessed later as part of a spiraling learning process. Wherever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards.

7. Homework, when used as practice, is not calculated into trend data that is used to formulate a student’s overall understanding of a standard. This is not to say that all formative work will not be included in the calculation of a student’s score. Care should be taken by the teacher to ensure that any evidence gathered to assess a student’s achievement is valid and accurately addresses the standard.

### **Standards Based Grading Score Descriptions –**

As educators in Colorado, we are responsible for meeting and exceeding the standards adopted by the State of Colorado, and the progress of our students will be assessed through these standards. A student’s academic scores will reflect how well he or she can demonstrate his or her knowledge of the standards through a variety of methods. Teachers will also use a student’s most recent evidence of understanding in order to determine a grade. Scores will only reflect a student’s knowledge of the standards and evidence outcomes.

- 4 – **Advanced Understanding of the Standard**– Work may not be perfect, but it includes complexity, sophistication, originality, depth, synthesis and/or application that clearly exceeds what would be expected to meet the standards in this assessment.
- 3 – **Meets the Standard**– Competent work that demonstrates the essential skills and knowledge of that standard.
- 2 – **Approaches the Standard**– Student has demonstrated a substantive attempt to meet the standards of a given assessment, but needs more time to achieve competency.
- 1 – **Does Not Meet the Standard**– Student does not demonstrate substantive progress toward meeting the standard associated with a particular assessment.

### **Scholarly Habits**

In addition to scores for each grade book reporting criteria, which are based solely on a student’s learning trajectory toward achieving particular standards, the following Scholarly Habits may be reported. These are a set of guiding principles that support our learning and interactions with each other inside and outside of the school.

**Respect** – Scholars value their work, their interactions with others, and who they are as a person.

**Preparation** – Scholars are prepared and ready with all the necessary tools for learning.

**Risk Taking** – Scholars take intellectual risks and think outside the box.

**Perseverance** – Scholars don’t give up. They keep going, even when the work is hard.

**Excellence** – Scholars take pride in their work and seek to achieve excellence.

### **SCHOOL IMPROVEMENT TEAM**

The School Improvement Team is made up of parents, community and staff. They plan, implement, monitor and evaluate Westview’s School Improvement priorities. Through the work of these teams, school progress and student progress are measured.

### **SCHOOL LUNCH PROGRAM**

Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at <https://www.payforit.net>. Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost.

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current

[menus](#), [meal prices](#), [free and reduced meal benefits](#), [special dietary needs](#), and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-5691.

### **SHARED DECISION MAKING AT WESTVIEW**

The process for shared decision making is intended to be in line with the memorandum of agreement (1989) and in keeping with our desire to foster the collegial exchange of ideas for the enhancement of the end result.

Westview will utilize collaboration in making decisions that impact our staff, students, and community. Our formal groups for this exchange and data gathering will include, but not be limited to, the Leadership Team, the Building Action Committee (grade level/program chairpersons), staff members, and Parent Staff Partnership (PSP). Efforts for shared decision making will not necessarily be limited to these groups, when only specific groups are affected or when a broader range of groups is needed.

At times this process will require any one or a combination of the three types of decision-making: autocratic, democratic and consensus. Determination of the degree of collaborating will be based on the known existing parameters i.e., time frame, budget, law, data, past experiences, choice and impact on others. Those impacted will have the opportunity to provide input into the process when appropriate.

When a formal group shared decision making process is used the following parameters will be used: 1) A majority vote will determine which process – majority or consensus – will be used to determine the final outcome; 2) consensus is defined as majority support for any decision, and 3) a written ballot will be distributed to committee, team or staff members, along with a brief summary of the issues surrounding the decision to be made.

### **STUDENT EXPECTATIONS AT WESTVIEW**

1. Students are to arrive on school premises no earlier than 7:25 a.m. (unless they are eating breakfast, in which case they are allowed to arrive no earlier than 7:00 a.m.) as there is no adult supervision until that time. Students are not permitted in the school building until 7:25 a.m. except by teacher's request. **Students are required to enter and exit through their own classroom doors.**
2. Students are permitted in the classroom only when a teacher is present.
3. Students are expected to act appropriately in the hallways (i.e., no running, no yelling).
4. Eating of foods outside the lunchroom is not permitted unless supervised by a staff member.
5. Students are not permitted in the staff lounge or workroom without staff supervision.
6. Gum chewing is **NOT** allowed in the classroom, on the playground, within the school building, or while attending any school sponsored activity.
7. Calling home for lunches, lunch money, homework, rides home, or permission slips will be at office or teacher discretion. **Arrangements for after school socializing need to be made before school.** Students will be allowed to notify parents when they are being detained after school for more than 15 minutes, the time allowed by district policy.
8. Students are expected to leave the school grounds immediately upon dismissal and are not allowed to use equipment or school playground fields.
9. Student's cell phones must be off and stored in their backpacks during the school day from 7:25 a.m. until 2:30 p.m. or 1:15 p.m. on Early Release Wednesdays or they may be confiscated by school staff.
10. Bringing toy weapons and/or knives may lead to automatic expulsion. Please be sure to speak to your child. **NO KNIVES and/or TOY WEAPONS** at school.

### **TOYS, ETC. AT SCHOOL**

Roller blades, scooters, and skateboards will not be permitted at school. Toy-like items such as I-Pods, MP3 players, hand-held computer games, cameras, baseballs and bats, **fidgit spinners** and makeup items should not be brought to school. Such items may be confiscated by school staff. Basketballs, footballs and soccer balls can be brought with the understanding that they must be shared. The school will not be responsible for lost or stolen items.

### **TRAFFIC SAFETY CONCERNS**

We are deeply concerned with our students' safety. This is the reason why the district built the gate at the entrance to the school. **Parents are NOT to be parking in the school parking lots or using the bus lane as a method for student drop off or pick up.** The bus lane is closed from 7:15 a.m. until all buses have come and gone through the bus lane. Once bus departure has occurred, the gates will be opened. Vehicles using the bus lane will use one single lane to allow the child to depart the vehicle on the right passenger side of the vehicle. At kindergarten drop off and pickup for the ½ day AM or PM class, the bus lane must be cleared to allow buses to enter and depart therefore parking is not permitted in the bus lane. It is our intention to have a safe environment when students are arriving or leaving the school, however please advise the office if you require handicap accessibility to the building during arrival and dismissal.

If you are parked in the visitor parking lot, you may be asked to remain until all buses and students have left the grounds. We apologize for any inconvenience that this may cause.

### **TRANSFER OR WITHDRAWAL**

Children who are transferring or withdrawing from school must be checked out by an adult through our school office. All library books, textbooks and other school materials must be returned. Three days notice is necessary so that the teachers and office can complete the withdrawal forms that are forwarded to the receiving school.

### **TRANSLATION SERVICES**

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, back to school/open house events, communication regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any questions regarding this district service. Minor children should not be used as interpreters.

### **VIDEO RECORDERS ON SCHOOL BUSES**

The district has installed video recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes at random during the school year. Each bus has been equipped with a video monitor box in which a video recording device may be installed. Students **will not** be notified when a recording device has been installed on their bus.

Tapes will be reviewed on a routine basis by the Transportation Director and/or his/her designee and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules will be notified and disciplinary action will be initiated under the Transportation Procedures and/or Board Policy.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain in the custody of the Transportation Director and/or designee, except when released as needed to other district administrators and/or law enforcement officers.
2. Parents/Guardians of students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set forth in policy JRA/JRC-Student Records/Release of Information on Students.
3. **Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.**

## **VISITORS TO WESTVIEW**

By state law, all visitors to Westview are required to stop at the office before going to any classroom. Each “visitor” will be required to sign in and wear a sticker or a name tag indicating that they have checked in appropriately. This is done to ensure the safety of our children as well as to preserve the integrity of classroom instruction. In addition, our office has numerous restraining orders regarding visitors issued by state and/or federal courts which require compliance. It is not permissible for anyone to interfere with the educational process.

Parents wishing to see staff members are asked to make arrangements with the teacher ahead of time. These meetings should be scheduled outside the instructional day. We ask that when you enter the school you use the guidelines outlined in the safe school policy section of your handbook. When entering the school please turn off all cell phones, and do not use inappropriate language for an elementary school setting. We want to give your child the best possible education by ensuring that all who do business with the school respect the integrity of the school instructional day.

Parents wishing to meet personally with a building administrator should call the office and make an appointment. Visitors accompanying a class should be sure to introduce themselves to the teachers they encounter as the class moves through its day.

Visitors coming to observe a classroom may be in the room up to half an hour and will need to make an appointment at the office to talk to the teacher after school, or at another time, so as not to interrupt classroom teaching.

## **VOLUNTEERS**

All volunteers at Westview will be expected to follow school and district guidelines regarding dress code and Safe School Policies. All volunteers must complete a Raptor background check and a volunteer packet, per Safe School Policies, before they are allowed to work in the school. Use of all tobacco products is forbidden on district property. All arrangements to volunteer in a classroom should be

made through the teacher at least 24 hours in advance. Volunteers should be sure to introduce themselves to the teachers they encounter as they follow a class through its day.

## **WESTVIEW STUDENT LEADERSHIP COUNCIL (WSLC)**

The purpose of Westview Student Leadership Council is to develop the leadership and interpersonal skills of our 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students. The goal of the group is to foster extraordinary student leaders through an emphasis on service learning. Students in Westview Student Leadership Council design school-wide service projects to assist those in need at Westview, in Northglenn, in the state of Colorado, and around the world. They are also responsible for organizing assorted student activities and managing the student store. The work of the leadership council is completely student created, with staff members acting as advisors. The principal has the right to veto any act of the Westview Student Leadership Council or revise any of its powers and duties at any time.

As a student-centered organization, the focus of this council will be on charitable events and community outreach projects that are selected and planned by the group members. At times, Westview Student Leadership Council may choose to contribute and/or participate in other organizations’ events or activities. The following protocol has been established for other groups or individuals regarding requests for Westview Student Leadership Council’s assistance/volunteers:

- A written request containing pertinent information such as: date, time(s), services requested, number of student volunteers needed, purpose of event and relevance to the council’s philosophy shall be submitted to an advisor at least 2 weeks prior to the event/need for volunteers
- The proposal will be discussed and a vote taken at the next regularly scheduled council meeting. It is recommended that the person(s) submitting the request check with an advisor regarding the year’s meeting schedule and plan accordingly in order to allow sufficient time for consideration of the proposal.

**Westview Student Leadership Council Election Process:** Each 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade class will elect two representatives. Any student in the class may choose to run for these positions. Teachers will be provided with information including a description of the organization and the meeting dates for the year, to give to interested students and their parents. Each classroom will hold their own election in any manner that the teacher chooses. Students who would like to run, will need to prepare a speech to be delivered to their classmates on a day that the teacher selects. **Election numbers should not be shared with students.** Teachers can override the majority vote privately if they believe that the student(s) selected by the class are not model leaders. The students selected should be comfortable speaking in front of a group because they will be reporting out to their own classroom and a primary group as well. The application process will begin in September and teachers will be notified by the council sponsors at that time. Parents will need to return a signed consent form before students will be allowed to participate.

# Adams 12 Five Star Schools

## STUDENT/PARENT

## HANDBOOK INFORMATION

This document is provided as a resource to parents and students within the Adams 12 Five Star School District. The document is divided into four sections.

1. Legal Notifications
2. Student Code of Conduct
3. Commonly Requested Information
4. Student Health Information

Readers should be aware that:

- Much of the information is in summary form.
- Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at [www.adams12.org](http://www.adams12.org).
- Policies may also be reviewed in the administrative office of any district school or by calling the Adams 12 Educational Support Center at 720-972-4000.
- Policies are subject to change as necessary at any time during the school year.
- Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication.

### LEGAL NOTIFICATIONS

#### **Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act (District Policies 4140, 8400)**

Adams 12 Five Star Schools does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity and disability in its programs, activities, operations and employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel  
Adams 12 Five Star Schools  
1500 East 128th Avenue  
Thornton, CO 80241  
720-972-4004

#### **Homeless Students Notification (District Policy 5270)**

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act (Title IX Part A of ESSA). For more information about services for homeless students refer to District Policy 5270 or contact the Student and Family Outreach Program at 720 972-6015.

#### **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) & Colorado Open Records Act (CORA) (District Policy 5300)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will

notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another "school official" in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Additionally, the Colorado Open Records Act generally requires education records to be furnished within 3 days of the day the School receives a request for access.

#### **FERPA Notice for Directory Information (District Policy 5300)**

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Parents and eligible students that do not want the District to disclose directory information from your child's education records without prior written consent, must give written notice by October 1 of the current school year to the principal of the school in which the child is enrolled. The District has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- Date and place of birth
- The most recent previous educational agency or institution attended



### **Student Sex Offenders (District Policy 5900)**

District Policy 5900 addresses management of student sex offenders. Further, Colorado Revised Statute 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf)

OR

[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf)

District Policy 5900 provides more information about this topic. For additional information parents may also contact the District's Manager of Security Services at 720-972-4256 or Intervention Services at 720-972-4146.

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (District Policy 6510)**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification**

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and the Educational Support Center, 1500 E. 128th Avenue in Thornton, CO, 80241. Contact the Environmental Health and Safety Specialist, with any questions. Telephone: 720-972-4236.

## **Nutrition Services (District Policy 3700)**

Nutrition Services (District Policy 3700) District Policy 3700 and its subsections describe the requirements for the National School Lunch and Breakfast programs and Adams 12 Five Star Schools' commitment to promoting good nutrition and ensuring safe food practices. Information about free or reduced price meals, costs of meals, a la carte food offerings, nutritional content of foods, and student meal accounts is available at each school's kitchen or administrative office. Information may also be found, including the below meal charge procedure, on the Nutrition web page at <http://www.adams12.org/nutrition>

United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) has determined children and their families must be informed about how children who pay full-price (paid rate) or reduced-price for a reimbursable meal are impacted by having insufficient funds on hand or in their account to purchase a meal. There is no Federal regulation that require school districts to serve meals to a child who does not have sufficient funds to purchase one; however, Five Star Schools Nutrition Services has developed a practice to address this issue. Meal charge privileges are at the discretion of Nutrition Services and evaluated on an annual basis. The following standard practices are to be utilized when handling unpaid meal account balances, the collections of delinquent meal payments and uncollectible delinquent debt or bad debt.

Charged meals are directly applied to the student's meal account within the point of sale system. Students are not allowed to charge a la carte items, however they may purchase these items with cash in hand.

- Grades K-8: Charged meals are allowed up to a negative \$15 balance.
- Grades 9-12: Charged meals are allowed up to a negative \$10 balance.

Complimentary meals are recorded in the student's meal account within the point of sale system. If a complimentary meal is served, the household may be notified. Parent/guardians are provided with the amount due and payment options, as well as meal benefit applications, if needed. This institution is an equal opportunity provider.

Account Management and Payment Options Prepayment is encouraged via cash, check, or online at [payforit.net](http://payforit.net). At Payforit, parents may set low balance auto notification and auto replenishment payments. Nutrition Services highly recommends utilizing these account management features to ensure students always have funds available for purchases, excess funds can be refunded at any time by parent request. Parents can also contact school kitchens directly to discuss account balances. As account balances decline, verbal reminders may be given to students.

Households are encouraged to complete a meal benefit application annually. Applications are available online at [adams12.org](http://adams12.org), in the school kitchen and from the Nutrition Services office located at 1500 E128th Ave, Thornton, CO 80241.

Meal charges are communicated via automatic emails to families for students with negative balances until the account is brought current. Additionally, the kitchen manager may place a personal call home or send an Outstanding Charge letter home to adults when charges accrue and/or when a complimentary meal is served. If patterns develop with students who consistently do not have money for meals, the Kitchen Manager may discuss this with Nutrition Services administration, School Principal, Counselor, or family to determine the best solution for the family.

Delinquent Debt As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectible, and efforts are being made to collect them. Delinquent debt, or a negative balance, remains on the accounting documents (accounts receivable) until it is either collected or is determined to be uncollectible and written off. Nutrition Services considers student accounts with negative balances to be in delinquent status. During the time a student has a negative balance or delinquent debt, full or partial payments may be collected at any time online or with cash or check to bring the account current. Bad Debt Delinquent debts which have been determined to be uncollectible will be reclassified as "bad debt". Nutrition Services considers student accounts with uncollectible delinquent balances to be "bad debt" when collection efforts have been unsuccessful after a student leaves the district or graduates. Repayment of "bad debt" is an unallowable expense for the NSFS per USDA memorandum SP 47- 2016; therefore, payment for this bad debt balance must come from other sources such as:

- Other non-federal sources
- The district's general fund
- Donations
- Special funding from state or local governments

Nutrition Services recognizes that there may be occasions where community members or outside agencies not associated with the National School Breakfast or Lunch Program may want to make a donation with the purposes of funding meals for students who have exceeded the maximum charge limit. Regardless of their source, donations will be accepted and applied to district debt on an annual bases per Nutrition Services Donation Standard Practice.

**Wellness Policy (District Policy 3720)**

District Policy 3720 describes Adams 12 Five Star Schools commitment to providing a coordinated Whole School, Whole Community, Whole Child (WSCC) model approach to wellness. The District recognizes that schools contribute to the overall health status of students and that it can create multiple pathways for student learning by encompassing the interrelated dimensions of physical, mental, emotional, and social health. The three goals of this policy include: providing a learning environment for developing and practicing lifelong healthy behaviors, supporting and promoting proper dietary habits contributing to students' health status and academic performance, and providing opportunities for students to engage in physical activity. For more information, the full policy, including Smart Snack guidance, can be found on the district website.

# STUDENT CODE OF CONDUCT

The descriptions below are summaries of more detailed policies. Collectively, these policies comprise the District's Student Code of Conduct. For complete information please consult the latest version of each District Policy at [www.adams12.org](http://www.adams12.org). A quick reference chart summarizing Student Code of Conduct policies is also available on the district website.

## Student Code of Conduct (District Policy 5000)

Students are expected to be familiar and comply with all expectations identified District Policy 5000, Student Code of Conduct. The Code of Conduct identifies specific grounds for discipline including suspension or expulsion of a student. Discipline may be imposed for the following reasons:

District Policy

Code: 5000

### STUDENT CODE OF CONDUCT

1.0 The Code of Conduct exists to help maintain an environment which is safe, conducive to learning, and free from unnecessary disruption. The Code of Conduct primarily consists of this policy and a subsequent series of policies identifying specific behavior expectations (See Exhibit A).

1.1 Students and parents or legal guardians shall be notified through student handbooks or similar informational bulletins of District policies concerning rights and responsibilities, rules of student conduct, and due process. The Code of Conduct, including grounds for which students may be suspended or expelled, shall be distributed once to each student in elementary, middle and high school and once to each new student in the District. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students.

1.2 The principal or administrative designee may impose sanctions including suspension or may recommend expulsion of a student who engages in conduct identified in this policy which occurs in school buildings, on school grounds, in school buses or other school owned or operated vehicles, or while attending school activities or sanctioned events.

1.3 Students may also be subject to sanctions including suspension or expulsion for behaviors that occur off campus as described by law and District Policy 5020.

#### 2.0 Definitions.

2.1 School. Refers to any school within the District.

2.2 Parent. Refers to a student's parent, legal guardian or legal custodian.

3.0 Grounds for sanctions including Suspension or Expulsion from School. The principal or designated administrator may issue sanctions including suspension and may refer for expulsion a student who engages in one or more of the following activities as specifically identified by state statute.

3.1 Using or otherwise directing profanity, vulgar language, or obscene gestures toward others.

3.2 Continued willful disobedience or open and persistent defiance of proper authority.

3.3 Repeated interference with a school's ability to provide educational opportunities to other students.

3.4 Repeated or substantial disrespect to or defiance of school staff.

3.5 Possessing, distributing, and/or communicating slanderous or libelous material.

3.6 Behavior which disrupts or is intended to disrupt the educational process.

3.7 Declaration as a habitually disruptive student according to District Policy 5090.

3.8 Violation of District Policy 5080 regarding gangs, secret societies or disruptive groups.

3.9 Indecent exposure, lewd behavior, or possession of pornography (print or electronic).

3.10 Rioting, unlawful protests, illegal disruptive demonstrations or other expression that violates the rights of others on any District property.

3.11 Intentionally causing or participating in a bomb threat, false alarm, or other false notice that disrupts the school environment.

3.12 Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students. This may include behavior which recklessly endangers students, staff or others.

3.13 Throwing objects, unless otherwise part of a supervised activity, which might cause bodily injury or damage property.

3.14 Unsafe operation of a motor vehicle on school property.

3.15 Violation of District Policy 5110 regarding bullying, harassment, hazing or threats.

3.16 Violation of District Policies 5110 or 8400 regarding discrimination or harassment, including sexual harassment.

3.17 Violations of District Policy 5070 regarding violence, fighting, and other aggressive behavior.

3.18 Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.

3.19 The commission of an act that if committed by an adult would be robbery according to Colorado statute.

3.20 The commission of an act that if committed by an adult would be assault according to Colorado statute.

- 3.21 Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.
- 3.22 Violation of District Policy 5100 regarding dangerous items.
- 3.23 Violation of District Policy 5100 regarding firearms or dangerous weapons. Expulsion is mandatory for bringing or possessing a firearm at school.
- 3.24 Violation of District Policy 5050 regarding tobacco.
- 3.25 Violation of District Policy 5040 regarding controlled substances.
- 3.26 Violation of District Policy 5650 regarding posting or distributing unauthorized materials on campus.
- 3.27 Gambling or wagering items of value.
- 3.28 Lying or knowingly giving false information verbally or in writing to a staff member.
- 3.29 Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.
- 3.30 Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.
- 3.31 Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.
- 3.32 Failure to report a Condition that puts students or staff at risk of imminent harm.
- 3.33 Violation of District Policy 5060 regarding dress code.
- 3.34 Violation of District Policy 5030 regarding cell phones or electronic devices.
- 3.35 Violation of District Policies 5035 and 8200 regarding use of District technology or the internet.
- 3.36 Damaging private property of others.
- 3.37 Willful destruction or defacing of school property.
- 3.38 Failure to comply with Colorado law regarding immunization requirements in violation of District Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.
- 3.39 Violation of District Policy 5120 regarding off-campus behavior.
- 3.40 Violation of District Policies or building regulations not otherwise referenced in this policy.

Exhibit A

Code: 5000

Code of Conduct Table of Contents			
Primary Policies		Related Policies	
5010	Student Due Process	3500	Safe Schools
5020	Student Attendance	4115	Classroom Removal of Disruptive Students by a Teacher
5025	Parental Notice of Dropout Status	4300	Employee/Authorized Volunteer Protection
5030	Student Use of Cell Phone and Other Personal Electronic Devices	5130	Search and Seizure
5035	Student Use of Computers, the Internet and Electronic Communications	5440	Communicable Diseases-Students
5040	Student Controlled Substance Violations	5650	Distribution of Printed Materials on School Premises
5050	Student Tobacco Possession and Use	5670	Distribution of Non-District Related Materials
5060	Student Dress Code	8200	Internet Safety Policy
5070	Fights/Aggressive Behavior	8400	Nondiscrimination
5080	Student Gangs, Secret Societies and Disruptive Groups		
5090	Student Habitually Disruptive Behavior		
5100	Student Weapons in School		
5110	Student Bullying, Harassment, Hazing, Intimidation and Threatening Behavior		
5120	Off-Campus Behavior		

Student conduct policies are available to all parents and students on the District's website or by request through the administrative office at each school.

Representative stakeholder groups (students, staff, parents, and community members) in Adams 12 Five Star Schools have created a standard of practice as it relates to teaching and managing behavior called The Discipline Matrix. The information found in the matrix is intended to be a guide for staff members to teach and correct behavior. Lesser management strategies may be utilized as appropriate. Repeated acts of misconduct, more serious misconduct and/or extenuating circumstances may warrant a higher-level response. If you have specific questions regarding the matrix feel free to contact the Office of Intervention Services at 720-972-4146.

Board Policy directs that student discipline methods be clear, timely and consistently applied. Students should receive information about school discipline expectations within the first four weeks of each school year. Students who arrive after the first month of school should receive information individually or in small groups as soon as possible following enrollment.

### **Student Due Process (District Policy 5010)**

District Policy 5010 is a new policy created to more clearly explain due process rights students have in relation to student discipline matters. The policy identifies factors that the district administrators will consider in determining consequences or interventions for Code of Conduct violations, as well as providing an explanation of violations that will result in referrals to law enforcement. The policy further explains procedures for investigating student discipline matters, including those that may result in suspension, extended suspension or expulsion of a student, including those cases involving students with disabilities. The policy identifies procedures for suspension and expulsion and explains appeal opportunities as well as alternative to suspension or expulsion opportunities that may be available, depending on the circumstances at the time.

### **Student Attendance (District Policy 5020)**

District Policy 5020 provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, makeup work procedures and potential sanctions for poor attendance. Colorado law (22-33-104 C.R.S.) regarding compulsory attendance requires students to attend school from the age of 6 until their 17th birthday. Please be aware that the district partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes “habitual truancy”, defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period.

Attendance Works, a national non-profit initiative that promotes awareness of the important role that school attendance plays in achieving academic success, reports that nine out of 10 U.S. school districts experience some level of chronic absenteeism among students. Adams 12 Five Star Schools is one of many districts working to improve chronic absences for increased student success.

In the past, only unexcused student absences were tracked (truancy) in districts giving a false understanding of how absences affected student success. Adams 12 Five Star Schools considers excused and unexcused absences as well as suspension days when calculating chronic absences. A student is chronically absent when he or she misses 10 percent of schooling throughout the year – around 2 days per month.

### **Student Use of Cell Phone and Other Personal Electronic Devices (District Policy 5030)**

District Policy 5030 permits the use of electronic devices for personal, recreational, communication or instructional purposes under specific conditions. Violations of this policy may result in disciplinary sanctions up to and including expulsion from school, depending upon the severity of the violation.

In academic settings (classroom, library, labs, etc) electronic devices must be in the “off” or “silent” position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student’s individual education program as determined by school administration or the teacher. Teachers may impose even further restrictions at their discretion in their class.

In non-academic settings, including at school activities or on school transportation, such devices may be used in “silent mode” provided the use of such device, as determined by the supervising staff member or bus driver, in no way disrupts, poses a safety concern or otherwise violates District Policy 5000, Student Code of Conduct.

Electronic devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the Student Code of Conduct. Prohibited uses include but are not limited to creating video or audio recordings, or taking or sending photographs of students or staff without permission of the student(s) or staff member(s). Such devices may not be used for academic dishonesty or cheating. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions. Students may not depart a class to activate or operate such devices.

The typical progression of consequences for violations as described in the policy includes:

1st offense. The device should be confiscated and the parent should be notified. The device may be released to the student after the student reviews and signs the policy.

2nd offense. The device should be confiscated and the parent should be notified. The device may be released only to the parent after the parent reviews and signs the policy.

3rd or more offenses. Such offenses are considered disruptive behavior and should result in a minimum of one day of suspension to be served in or out of school at the discretion of administration. Subsequent violations may result in increasing suspensions of up to three (3) days.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines of District Policy 5030, such requests should be submitted to the Principal in writing. The Principal’s decision regarding such requests will be final.

### **Student Use of Computers, the Internet and Electronic Communications (District Policy 5035)**

District Policy 5035 establishes guidelines for allowable use of the internet and other electronic media by students at school or on school equipment. Students are expected to take responsibility for their own use of District computers and computer systems, and should understand that the District may monitor, inspect, copy or review all computer use or access to computer systems including electronic mail, messages or other documents generated from District computers. Students should also understand that they may lose the privilege of accessing the internet or using District computer systems for violating appropriate use expectations. Violations of computer use expectations may also result in disciplinary sanctions from school including suspension or expulsion for extreme or repeat violations, and may be referred for legal action as warranted

Examples of prohibited types of electronic information includes but is not limited to accessing, creating or passing information that promotes violence, is pornographic or profane, is intended to bully or harass, or is used to cheat. The policy further prohibits a range of security-related violations including attempts to gain unauthorized entry into networks or to change district data records. The policy also addresses allowable student-generated content on school websites.

### **Student Drug, Alcohol and Controlled Substance Offenses (District Policy 5040)**

School districts are required by law to adopt policies regarding use, possession and/or sale of drugs or other controlled substances in school, on school grounds, in school vehicles at school activities or while waiting to board or depart the bus.

Students may not knowingly use, be under the influence of, possess, bring, sell, solicit the sale of, transfer, distribute or supply a drug, controlled substance or drug paraphernalia.

Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids.

Schools and law enforcement officials are trained and have the equipment to administer field sobriety tests. If a parent(s) disagrees with the determination of school or law enforcement officials that the student is under the influence of a controlled substance, the parent may seek an assessment that indicates toxicity levels within 24 hours of the incident at their own expense by a provider approved by the District. Self-admission by the student suspected of being under the influence of a controlled substance without a valid prescription constitutes sufficient evidence to proceed with disciplinary action.

Students are subject to disciplinary action up to and including suspension and expulsion for any single policy violation. Alternatives to suspension and expulsion may be offered by the school as appropriate depending on the circumstances of the violation. School officials are instructed to notify law enforcement regarding suspected violations of this policy and to cooperate with any investigation that may result.

### **Student Tobacco Possession and Use (District Policy 5050)**

District Policy 5050 prohibits the use of all form of tobacco products on school property for students under 18 years of age, and prohibits possession of all tobacco products for students 17 or younger. Sanctions for violation of the policy increase in severity for repeat violations and may result in extended suspensions in extreme cases as identified in the policy. Tobacco products are defined as any form of tobacco that may be ingested by chewing, smoking or other means. Tobacco paraphernalia such as “hookahs” or electronic cigarettes are also prohibited.

Students who are trying to overcome tobacco addiction are encouraged to visit with their school counselor about resources that may be available to help them stop using tobacco.

### **Student Dress Code (District Policy 5060)**

In order to promote a safe environment that focuses on education and minimizes distractions students are expected to abide by the following general guidelines as identified in District Policy 5060.

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
2. shirts must cover the shoulders;
3. all attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
4. shorts and skirts must be fingertip length when arms are resting at sides;
5. shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

- a) Spaghetti straps, tank tops and halter tops;
- b) transparent/mesh clothing;
- c) garments, make-up or hair worn in a manner that makes a student’s face unidentifiable;
- d) exposed undergarments;
- e) pajamas and house slippers;
- f) shirts with revealing necklines or armholes;

- g) shirts hanging longer than the fingertips when arms are fully extended;
- h) hats, caps or sunglasses worn indoors;
- i) gloves worn indoors;
- j) hairnets, bandanas, and DOO-rags;
- k) caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
- l) clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
- m) clothing or accessories with sexually suggestive language or messages;
- n) clothing or accessories that have pictures of guns or weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
- o) clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
- p) attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in District Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
- q) trench coats and other like jackets capable of concealing weapons;
- r) clothing or accessories affiliated with Insane Clown Posse, including all items related to the band's record label "Psychopathic Records" and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, BoonDox, Psychopathic Rydaz and Dark Lotus: and
- s) professional athletic team jerseys, and
- t) Hair restraints, gloves, goggles, or other protective attire, determined by staff to be necessary for safe participation in vocational programs.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

All middle and high school students are required to wear an unaltered visible school issued photo identification card (ID) on a school issued lanyard on their outermost garment above the waist during school hours, or at such times, locations, and activities specifically identified by the building principal.

Uniforms may be required with Superintendent approval.

Students who violate or are suspected to be in violation of this policy shall be referred to school administration for investigation. Sanctions up to a five (5) day suspension may be imposed for any single violation of this policy.

Except when other contributing policy violations or safety concerns exist, the typical progression of intervention for dress code violations is:

1st Offense – warning and education about the policy and the student being provided an opportunity to correct the violation.

2nd Offense – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the "Student Dress Code" policy.

3rd Offense – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry for the purpose of reviewing the "Student Dress Code" policy and discussing the consequences of future violations.

4th or Subsequent Offenses – sanctions up to a five (5)-day out-of-school suspension for each repeat violation.

Additional factors as identified in Policy 5010 may also be considered in determining appropriate sanctions and interventions.

The Superintendent authorizes the Executive Directors of Schools to grant WRITTEN waivers to this policy as appropriate.

### **Violence, Fights and Aggressive Behavior (District Policy 5070)**

District Policy 5070 prohibits fights or other violent or aggressive behavior. Fights are defined as making offensive contact with another person. Attempts to make unwanted physical contact are also considered an offense for purposes of this policy. To avoid fights or aggressive interactions students are responsible to make all possible efforts to avoid the conflict and to seek the help of a staff member.

Policy 5070 further prohibits encouraging fights, videotaping or electronically sharing images of school-related fights, or helping arrange fights. Fighting offenses may result in consequences up to expulsion from school.

### **Gangs, Secret Societies and Disruptive Groups (District Policy 5080)**

School districts are required by Colorado law to adopt policies regarding gang-related activities in school. District Policy 5080 defines a gang, secret society or disruptive group as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, whose members individually or collectively engage in or have engaged in a pattern of such activity.



Wearing, displaying or possessing items that signify identification with disruptive groups is prohibited on school campuses, at all school-sponsored activities, on all school transportation, and at all school bus stops. Any evidence reasonably demonstrating the existence of or membership in any disruptive group shall be admissible in any disciplinary action or proceeding brought by the District.

Examples of prohibited items, behaviors or actions which may be indicative of gang, secret society or disruptive group affiliation include but are not limited to:

1. Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a “color” or number on a person or possession.
2. Signs – Verbal or Physical – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.
3. Graffiti – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group or gang, about other groups or gangs, or direct challenges to others.
4. Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.
5. Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.
6. Recruitment – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

Action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the severity of the situation, and the student’s discipline history. Unless the student has a prior discipline history, or unless other policy violations or safety concerns exist, the typical progression of consequences for violations of this policy are:

1st Offense – warning and education about the policy, school based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of this policy.

2nd Offense – up to five (5) days out-of-school suspension and a required parent meeting as a condition of re-entry for the purpose of reviewing this policy and the consequences of future violations.

3rd or Subsequent Offenses – up to a five (5) day out-of-school suspension and potential expulsion from school.

All violations of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.

### **Student Habitually Disruptive Behavior (District Policy 5090)**

A student may be declared to be habitually disruptive after a series of suspensions and interventions, and may be expelled for habitually disruptive behavior as explained in District Policy 5090. A habitually disruptive student is defined as a student who has been suspended out of school a minimum of three (3) times during the current school year, for behavior that caused a material and substantial disruption on school grounds, in school vehicles, or at school activities or sanctioned events.

A remedial discipline plan in the form of a contract between school administration, the student and parents should be developed and monitored when students have been suspended and may be at risk of future violations that would result in a habitually disruptive designation. Remedial discipline plans may be implemented for potential habitually disruptive students without parent or student consent in the event that either should refuse to participate in the planning and intervention process. The primary purpose of the Remedial Discipline Plan is to identify support resources and strategies to assist habitually disruptive students avoid expulsion and remain in school. *The Remedial Discipline Plan remains in effect for one school year.*

### **Student Weapons in School (District Policy 5100)**

Consistent with the district’s obligation to provide a safe and secure environment, District Policy 5100, Student Weapons in School, prohibits students being in possession of any dangerous weapon or dangerous item at school, during school activities, or on any district property.

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities. Possession of a firearm on any Adams 12 property mandates expulsion from the district for the first offense. Other weapons violations are subject to sanctions and interventions as described in the policy depending on circumstances at the time.

In addition, District Policy 8700, Weapons, specifically makes it a violation for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade longer than three (3) inches, or other dangerous weapon when in a district facility; on district grounds; at any or district activity, regardless of location; or on any district vehicle. This restriction does not apply to School Resource Officers or other law enforcement officers who are legally required to carry a weapon to perform their job. Any other request for an exception from this restriction should be communicated in writing to the Superintendent.

**Bullying, Harassment or Threats (District Policy 5110)**

District Policy 5110 addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying, as defined by state law, is any written or verbal expression, or physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students.

Bullying based upon a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by District Policy 8400 (Nondiscrimination/Harassment), a summary of which may be found elsewhere in this book.

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and / or address bullying.

1. Students who have been bullied should report the situation to an administrator or teacher.
2. Students who witness bullying should report it to a staff member.
3. School staff who witness bullying should take action to stop the bullying and to report the situation for appropriate administrative intervention.
4. School administrators should promptly investigate and respond to bullying reports.

Students who bully others will be subject to disciplinary action as described in District Policy 5000, Student Code of Conduct. In addition to discipline sanctions, schools may implement intervention strategies as appropriate.

**Off-Campus Behavior (District Policy 5120)**

Behavior which takes place on or off campus may result in discipline sanctions up to and including expulsion from school when such behavior was or is likely to be detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the student or other students. Such misconduct may include, but is not limited to, any of the behavior violations identified in District Policy 5000, Student Code of Conduct.

In determining whether off-campus misconduct is or is likely to be detrimental to the welfare or safety of students or school personnel, the administrator shall consider, among other relevant factors: the extent to which other District students were involved in or present during the off-campus misconduct; the proximity to school and the school day; and the known or predicted negative impact or effect the misconduct had or is likely to have on the school environment. The existence of criminal charges and/or a criminal adjudication in relation to off-campus behavior may also be considered in determining whether the misconduct warrants school sanctions.

**Search and Seizure (District Policy 5130)**

District Policy 5130 authorizes district officials to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of "contraband," which includes all substances or materials prohibited by district/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, incendiary devices, and dangerous items.

Under conditions specified in policy, automobiles parked on or being operated on school property or at a school activity may also be subject to search by school officials.

When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances.

Inappropriate items found during the course of a search may be seized and at the discretion of school administration such items may be returned to the parent or guardian of the student from whom the items were seized; offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed.

Many district secondary schools utilize random canine searches from time to time to deter students from bringing contraband on district property. Such searches involve trained dogs and their handlers scanning property or general areas, but never individuals. Should a dog alert its handler to the possible presence of contraband, the handler would notify school officials. A canine alert constitutes reasonable suspicion for school officials to conduct a search following the procedures established in District Policy 5130.

**Corporal Punishment (District Policy 5140)**

District Policy 5140 prohibits the use of corporal punishment by any staff member. Corporal punishment is defined as spanking or physically handling a student in any way to purposefully inflict punishment. Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

**Physical Restraint/Seclusion (District Policy 5150)**

District Policy 5150 permits district personnel, acting within the scope of employment, to use and apply restraint or force as is reasonable and necessary to restrain or prevent a student from threatening physical injury to self or others; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or student safety.

Law enforcement will act according to their agency guidelines regarding restraint or force when safety is at issue.

# COMMONLY REQUESTED INFORMATION

## **Appeals or Grievances**

Students or parents who wish to appeal a decision or discuss a grievance are asked to respectfully address the matter directly to the staff member who made the decision prior to seeking assistance from the staff member's supervisor, the principal or from District staff. Questions regarding grades, credits, attendance records or student discipline are best addressed at the building level.

Board policy 2.1 provides the right to be heard by the Board when internal hearing procedures have been exhausted and the person alleges that Board policy has been violated to his or her detriment. The policy forbids retaliation against anyone who appeals a decision or files a grievance in a non-disruptive manner.

## **Consolidated Billing**

Starting in July 2013, Adams 12 Five Star Schools will generate a monthly consolidated bill to be sent to District families. In the past, families received one bill per student. The consolidated bill will list all of the students in the household on the same bill. The bill will be e-mailed on the 20<sup>th</sup> of each month. Bills will be mailed out in October and March of each year. For more information see [www.adams12.org/consolidated\\_billing](http://www.adams12.org/consolidated_billing).

## **Identification (I.D.) Badges (District Policy 5060)**

All middle and high school students are required to wear a photo identification badge on lanyards approved by the school. Each school has campus-based policies to address replacement of lost ID's and lanyards, as well as issues of non-compliance with the policy. Repeat violators of a schools' ID policy may be subject to discipline sanctions including suspension out of school.

## **Law Enforcement**

Adams 12 Five Star Schools works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. All district secondary schools with the exception of charter or alternative schools have a law enforcement officer known as "School Resource Officer" (SRO) stationed on campus. These officers are also available to assist at elementary schools when the need arises. Law enforcement should be notified by administrators in school related situations that involve suspected criminal violations or any time school safety may be at risk. Law enforcement officers will act consistent with their agency's guidelines in responding to referrals or otherwise becoming involved in school matters.

## **Parking and Driving on District Property**

Parents and students who drive or park on campus are expected operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, referrals to law enforcement or loss of the privilege of driving on campus. Students may also face discipline sanctions for driving violations on campus that jeopardize the safety of others. Information about parking fees and regulations for high school students is provided in each high school's handbook.

## **Post-Secondary Planning and Enrollment Options (District Policy 6285)**

Students in 9<sup>th</sup> through 12<sup>th</sup> grade may be eligible to enroll for coursework in a state institution of higher education, with costs reimbursed by the District, provided specific eligibility and academic criteria are satisfied. Parents and students interested in more information about post-secondary enrollment options are encouraged to review participation guidelines described in District Policy 6285 or to request information in the counseling offices.

## **Services for Students with Disabilities**

Students with disabilities are afforded certain rights including those described in the following notifications regarding "Section 504" and Special Education. Parents or guardians who believe their child may have a disability requiring special accommodations or support services may contact the administrative office of their child's school for more information about assessment and eligibility for such services.

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of Adams 12 Five Star Schools not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The Act requires Adams 12 Five Star Schools to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.

The Individuals with Disabilities Education Improvement Act of 2004 guarantees basic rights and provides the framework for special education services. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment.

### **Student Pickup**

As part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the school office prior to the child being released. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at school until the end of the day. Parents may consent in writing to allow other individuals to pick up their child prior to the end of the school day without first obtaining permission from a parent/legal guardian. If you would like to authorize other people to pick-up your child(ren) (this includes step-parents) please request a *Student Pick-Up Authorization* form from your child's school and return it to the school. This authorization remains in effect until revoked by the parent/legal guardian.

### **Students' Right to Expression (District Policies 5650, 5670, 6260)**

District Policies 5650 and 5670 acknowledge students' right to dissent peacefully, including the right of legal protest through proper channels, provided such dissent does not interfere with the educational process or result in harm to persons or property. Policy 6260 describes guidelines by which students may exercise expression in school-sponsored publications. Students should be aware of their rights and responsibilities according to the guidelines established in each policy.

### **Teacher Qualification Information**

Federal law allows parents to request information regarding the professional qualifications of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any paraprofessional staff member providing service to their child. Parents who would like to request this information should contact the administration of their child's school.

### **Translation Services**

Schools are responsible for arranging translation services for discipline actions, teacher conferences, back to school or open house events, non-emergency medical information, student attendance, or academic performance concerns. Please contact the school administration office if you have any questions regarding translation services. Translation assistance is also available upon request for deaf or hearing impaired students or families.

### **Transportation (District Policy 3600)**

Bus service will be available for elementary students that live more than one and one-quarter miles from school, middle school students who live more than one and one half miles from school, and high school students that live more than two and one half miles from school. Students who ride buses may be expected to walk up to the same distance as walk in students as described above to the nearest bus stop. Students are encouraged to arrive at the bus stop at least five minutes before the scheduled pickup time.

Students who ride the bus to or from school are required to have a bus pass card at all times. There is no charge for the initial bus pass card. There is a \$5.00 fee for replacement of lost cards.

District bus drivers are well trained in working with students toward providing a positive riding atmosphere. Passengers are expected to show respect for others including fellow passengers, drivers, sponsors, motorists, residents and property owners. A point infraction system is utilized to document and intervene in response to behavior issues. Students may temporarily or permanently lose the privilege of riding the bus for extreme or reoccurring behavior infractions. Discipline consequences including suspension or expulsion from school may also be warranted depending on the severity and nature of the situation. The transportation point infraction system can be found on the district website and in District Policy 3600, Student Transportation. For more information on school transportation call 720-972-4300.

### **Video and Audio Monitoring (District Policy 3520)**

District Policy 3520, Video and Audio Monitoring, allows video surveillance to be utilized in schools, on school property, and on transportation provided by the district. Many cameras are equipped with audio recording capabilities as well. Such monitoring may assist in deterring misbehavior and may provide evidence to be presented in student discipline hearings, court proceedings, and similar venues. Recordings may be used in student discipline investigations and as evidence in school discipline matters including suspension or expulsion cases. Recordings may also be used to prosecute crimes against property, students or staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise may be required for disclosure by subpoena.

Students will not be notified when a recording device has been installed or is being utilized in a specific vehicle or building. Students should proceed with the assumption that their conduct and comments in public places (e.g., school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.

### **Visitors to Schools (District Policy 1200)**

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, District Policy 1200, Visitors to Schools, provides guidelines regarding school visits. Visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. In some schools scanning software exists to

verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents or guardians should be requested and approved by the principal prior to the visit to avoid disruption of the learning environment.

Visitors who fail to abide by district and school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits as explained in District Policy 1210, Public Conduct on School Property. Law enforcement or district security staff may also be contacted.

## **STUDENT HEALTH INFORMATION**

### **Allergies, Immunizations and Medications at School**

#### **Administration of Medications at School (District Policy 5420)**

Generally children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, Superintendent Policy 5420 identifies the steps which must be followed:

1. All medication given at school must have a medication authorization form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. Medication authorization forms are available at school or on the District website: [www.adams12.org](http://www.adams12.org), located under the District tab/ Departments / Health Services. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.
3. All medication is kept in a locked area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
  - a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention. See your school's District RN to review and sign Self-carry contract on an annual basis.
4. The health aide or other designated staff will administer prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student's medication record and initialed by the staff person administering the medication.
5. All unused medication not picked up will be discarded at the end of the school year.
6. **\*\* Please remember: If your child's physician prescribes a medication that may need to be administered during school hours, you will need a completed medication authorization form for the school to administer the medication.** The medication authorization form can be faxed or turned into your child's school health office. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

#### **Food Allergies (District Policy 5415)**

The District recognizes that many students are diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, Superintendent Policy 5415, Students with Food Allergies, establishes procedures to provide appropriate support plans for students with food allergies.

The Students with Food Allergies Policy provides guidelines for the development of a health care plan with the assistance of the licensed school nurse. Such plans typically address communication and emergency instructions between school officials and emergency responders, as well as reasonable accommodations to reduce the student's exposure to agents that may cause allergic reactions. Plans may also include staff training provisions, access to emergency medications and provisions under a "Section 504" or an Individual Education Plan when appropriate as determined by law.

#### **Head Lice**

Head lice are described as an infestation of head hair by adult lice, larvae or nits (eggs). Itching is the main sign. Eggs hatch in one week and are capable of multiplying in two weeks. A special lice shampoo treatment sold at pharmacies helps to kill the nits. It is important that the directions on the lice shampoo be followed precisely (routinely combing out the child's hair and doing a second treatment) in order for the treatment to be successful.

If a child is found to have head lice/untreated nits at school the child will be allowed to remain in school until the end of the school day. The child can be re-admitted to school once treatment is done at home. The child must report to the health office upon returning to have hair check for the presence of live lice/lice nits. For additional information regarding head lice visit Tri County Health Department website: [www.tchd.org](http://www.tchd.org)

## Health Services

The school district provides registered nurses to train, delegate, and monitor various school staff on health procedures needed for students during the school day. The registered nurses also provide consultation to school staff and/or parents on medical concerns and often serve as medical liaisons between schools and outside agencies.

A trained health aide staffs the School Health Office. The health aide is responsible for providing minor first aid to students who become sick or are injured while at school, for administering prescribed medications, and for maintaining student health records. Other designated staff members may provide coverage in the health office when the school health aide is not available.

For more information about support for students with health needs please refer to the policies referenced or contact the District's Coordinator of Section 504 and Health Services at 720-972-7107.

## Illness or Injury

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

When a child becomes ill or is injured at school the health aide or other school staff will determine if your child can remain at school safely. Schools do not have adequate facilities or staffing to keep ill children at school for long periods of time. Therefore, it is essential that parents immediately inform schools of address and phone number changes.

Attendance is important and so is the health of a child sometimes parents can have trouble knowing whether their child is too ill to go to school. You may find the following guidelines helpful.

## IMPORTANT

- School is a child's work. When they miss too many days of school, they fall behind and struggle to keep up with their classmates. Both excused and unexcused absences will affect their educational growth and progress. We want to work with you to help minimize the number of days your student misses school.

## CHILD IS TOO ILL

Your child is too ill to go to school if he/she has any of these signs or symptoms:

- Seems **very** tired and needs bed rest (this can be common with flu).
- Has vomiting or diarrhea.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has a cough that disrupts his/her normal activity.
- Has **severe** pain from earache, headache, sore throat, or recent injury.
- Has yellow or green drainage from eye(s).
- Has rash that is weeping or oozing.
- Has a fever (above 101°F) **and any of the above noted symptoms.**
- **Please refer to the Adams 12 flyer "When is sick too sick for school?" for more information.**



## CONTAGIOUS DISEASE

- Your child should stay home from school if he/she has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, the flu, pertussis, strep throat, scabies, or impetigo. A disease is most often contagious 24 hours before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing is the best way to prevent the spread of germs.
- If your child has a contagious disease, provide the school with a note from your healthcare provider stating when your child can safely return to school. Generally, when your child is **fever free** (without fever-reducing medicines such as acetaminophen or ibuprofen) they may return to school.
- If an antibiotic medication is prescribed for your child, be sure he/she has taken the medication for at least 24 hours before returning to school.
- Should your child require medication at school, please be aware of the following District Policy (5420):
  - Physician authorization (order) and parent/guardian signature to administer medication at school is required for all prescription and over-the-counter medications.
  - Parent/guardian must bring the medication(s) to school.
  - Medication must be properly labeled with child's name (in original package or prescription bottle).
  - Forms are available in the school health office or at the District website: <http://www.adams12.org>

\*If you have any questions, be sure to ask your doctor or school nurse. Additional resource information for accessing health care is available at the District website:

[www.adams12.org](http://www.adams12.org) under Health Services department page.

### **Immunizations (District Policy 5410)**

Superintendent Policy 5410 describes student immunization requirements consistent with Colorado law. Children who do not meet the requirements listed in policy will be denied admission to school. All students must submit a completed Certificate of Immunization or Exemption upon enrollment.

You must provide one of the following to your child's school in order to comply with the law:

1. An Up-to-Date Certificate of Immunization from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received immunization against communicable diseases as specified by the State Health Department; or
2. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Health Certificate of Immunization:
  - a. medical exemption signed by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health; or
  - b. religious exemption signed annually by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
  - c. personal exemption signed annually by parent or guardian or emancipated child that he/she adheres to a personal belief opposed to immunizations.

### **Medicaid School Health Services Program**

As a Medicaid school reimbursement program, Adams 12 Five Star Schools will access Medicaid eligibility information for students enrolled in the Adams 12 Five Star Schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Student information such as names, date of birth, and gender will be released to the HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the district billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the Adams 12 Five Star Schools Medicaid office. Parents may revoke their consent at any time, by calling the Medicaid office at 720-972-4790. School Medicaid reimbursement does not affect the family's other Medicaid benefits in any way.

Parental consent must be obtained under the Family Educational Rights and Privacy Act (FERPA) regulations at 34 CFR part 99 and the IDEA regulations at §300.622 before the school district discloses, for claiming purposes, your child's personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program (e.g., Medicaid). If you refuse to provide consent for the disclosure of personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program (e.g., Medicaid), or, if you give consent but then later withdraw consent, that does not relieve the school district of its responsibility to ensure that all required services are provided at no cost to the student.

### **Suicide Prevention**

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow District Policy and respond accordingly.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, he or she will be assessed by a District mental health professional that will work with the student and help connect the student to appropriate local resources.
3. Students will have access to national resources which they can contact for additional support, such as:
  - **National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)**
  - **The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)**
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.
6. For a more detailed review of District processes, please see the District's full suicide prevention guidelines document.

### **Vision and Hearing Screening**

Vision and hearing screening is mandated for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels; for children new to the district and for any child with a suspected deficiency. This screening does not include extensive testing. If a deficiency is found parents are contacted and advised to arrange for a more complete evaluation.

### **The Student and Family Outreach Program**

The Student and Family Outreach Program believes that all students hold the strength and potential to thrive. Our mission is to remove barriers that keep students from being engaged and thriving in school by offering the following supports:

- provide homeless education services per the McKinney-Vento Homeless Assistance Act
- connect families with needed community resources (food, clothing, utility assistance, etc...)
- provide Health First Colorado (Medicaid) and Child Health Plan Plus (CHP+) application assistance to families
- provide bilingual assistance

If you would like more information please contact us at 720-972-6015 or make a referral online at [www.adams12.org/sfop](http://www.adams12.org/sfop)







### SCHOOL CALENDAR– 2018-2019\*

#### JULY 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	I	D	11
12	I	D	FS/FE	FS	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### SEPTEMBER 2018

S	M	T	W	T	F	S
						1
2	3	A	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### OCTOBER 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	W	B/Q	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### NOVEMBER 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	C	20	21	22	23	24
25	26	27	28	29	30	

#### DECEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	Q	D	22
23	24	25	26	27	28	29
30	31					

#### F First Day of School for Students

FS-August 15, 2018 6<sup>th</sup> morning; 7<sup>th</sup>-8<sup>th</sup> afternoon; 9<sup>th</sup> ONLY  
FE-August 15, 2018 ALL Elementary K-5 and K-8 Report  
FS-August 16, 2018 ALL Students K-12 Report

#### L Last Day of School for All Students

May 23, 2019

#### A Elementary Assessment Days

September 4, 2018; January 18, 2019  
May 3, 2019

#### W Elementary School Work Days (No School for K-5 Students)

October 11, 2018  
February 13, 2019; **May 10, 2019\*** (potential snow day make up)

#### D Teacher Duty Days (No School for All Students)

August 10, and 14, 2018  
December 21, 2018  
May 24, 2019

#### C Teacher Comp Day – All Schools (No School for All Students)

November 19, 2018

#### I District In-service Days – All Schools (No School for All Students)

August 9, and 13, 2018; February 15, 2019

#### B In-Common Release Days – K-8 (No School for K-8 Students)

October 12, 2018  
January 7, February 14, and April 1, 2019

#### Q Quarters Days

Oct. 12, 2018 42 days  
Dec. 20, 2018 43 days  
Mar. 15, 2019 47 days  
May 23, 2019 43 days

Pupil Count Window ..... September 26 – October 10, 2018

#### Calendar Information

Registration of New Students ..... Please Contact Your Local School  
School Year Starts, K-9 ..... August 15 , 2018  
School Year Starts, All Students Report ..... August 16 , 2018  
Labor Day ..... September 3, 2018  
Elem. Assessment Days ..... Sept. 4, 2018; Jan. 18, May 3, 2019  
Dist. In-Svc. No School-All Students ..... Aug. 9, 13, 2018; Feb. 15, 2019  
Elementary Work Days ..... Oct. 11, 2018; Feb. 13, 2019; **May 10\***, 2019  
In-Comm. Rel. Days, K-8 ..... Oct. 12, 2018; Jan. 7, Feb. 14, Apr. 1, 2019  
Veterans' Day Observed ..... November 12 , 2018  
Teacher Comp Day-No School ..... November 19 , 2018  
Thanksgiving Break ..... November 20-23, 2018  
End of First Semester ..... December 20, 2018  
Teacher Duty Day-No School-All Students ..... December 21, 2018  
Winter Break ..... December 24, 2018- January 4, 2019  
High School In-Common Release Day ..... January 7, 2019  
All Students Return from Winter Break ..... January 8, 2019  
Martin Luther King Day ..... January 21, 2019  
Presidents' Day ..... February 18, 2019  
Spring Break ..... March 25-29, 2019  
Last Day for Students ..... May 23 , 2019  
Teacher Duty Day ..... May 24, 2019  
Memorial Day ..... May 27, 2019

BASE CLOSED ..... August 6-10, 2018

SUMMER BASE OPEN ..... May 31 – August 3, 2018

BASE OPEN ..... August 13, 2018 A.M. and P.M.

#### JANUARY 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	B	8	9	10	11	12
13	14	15	16	17	A	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### FEBRUARY 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	W	B	I	16
17	18	19	20	21	22	23
24	25	26	27	28		

#### MARCH 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	Q	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### APRIL 2019

S	M	T	W	T	F	S
	B	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### MAY 2019

S	M	T	W	T	F	S
			1	2	A	4
5	6	7	8	9	W*	11
12	13	14	15	16	17	18
19	20	21	22	Q/L	D	25
26	27	28	29	30	31	

#### JUNE 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						