



**2018-2019
Student and Parent
Handbook**

**Stellar Elementary School
3901 E 124th Avenue Thornton, CO 80241
Phone: 720-972-2340 Fax: 720-972-2399
Miss Jennifer Buck, Principal
Mrs. Mary Lou Keirns, Assistant Principal**

**“Going above and beyond to empower children
to own a dream and reach their star potential.”**

August 9, 2018

Dear Stellar Elementary Families,

Welcome to Stellar Elementary School. We have been busily preparing for this school year and hope to exceed your expectations. We are privileged to have the opportunity to work with your child and the fantastic Stellar Elementary School Staff! Our theme for the year is "Catch the Energy! Release the Star Potential!" Providing your children with strong educational experiences and opportunities to become the "best they can be...every day, in all ways" is our goal for the new school year.

Parents and community members are important partners in the education of our children. We encourage and welcome you to participate in any way you can to make this your community school. There are a variety of opportunities throughout the year you may wish to volunteer for. We also invite you to become an active part of our Parent Teacher Organization (PTO).

It is the goal of the Adams 12 School District and of Stellar Elementary School to work with parent and community to "Educate the Whole Child." At Stellar, our mission is: **"Going above and beyond to empower children to own a dream and reach their star potential."** We believe our theme for the year mirrors this goal. We are excited to team with you to help our students define and work toward their dreams. This handbook details the processes and procedures we will follow, together, to make this an exceptional school year for all.

Communication between parents and teachers is essential and we are always open to comments and suggestions. Feel free to call either of us at 720-972-2340.

On behalf of the entire Stellar Elementary Staff, welcome and we look forward to a year of smooth sailing with you!

Jennifer Buck, Principal

Mary Lou Keirns, Assistant Principal

Table of Contents

After School Policy	5	Parking	20
Assignment of Students to Classrooms	5	Pets	20
Attendance Policy	5	Positive Incentives	13
B.A.S.E./Summer Programs	7	Procedures for Dealing with Problem Behavior	10
Bicycles, Skateboards and Roller Blades	7	Recess	20
Birthday Celebrations	16	Reporting Student Progress	20
Bullying	13	Response to Intervention Team	21
Cafeteria/Lunch Information	7	Safe Food Guidelines	21
Cell Phones/Personal Electronic Devices	8	School Closures & Delayed Start Protocol	22
Checking Students Out During School Day	8	School Hours	4
Community Use of School District Facilities	9	School-Wide Positive Behavior Interventions	
Communications	8	Support (PBIS)	11
Deliveries at School	9	Search and Seizure	22
Discipline	9	Shared Decision Making	22
Dress Code	14	Staff Members	3
Excused from P.E. and Similar Activity Programs	15	Student Illness/Health Office	24
Extracurricular Activities and Additional Programs	15	Student Recognitions (STAR Assemblies)	23
Field Trip Guidelines	15	Student Safety and Expectations	23
Fire, Tornado, and Lockdown Drills	15	Student Services	24
Gifted/Talented	15	Student Telephone Policy	24
Grading Practices	16	Toys, Fidget Spinners & Other Misc. Prohibited	
Holiday Activities	16	Items	24
Homework	18	Traffic Safety	25
Important Phone Numbers	4	Translation Services	25
Instruction & Assessment	18	Video Recorders on School Buses	25
Kindergarten Entrance Requirement	19	Visitors to School	25
Lost and Found	19	Volunteers	25
Lunch Prices	4	Wellness Policy	17
Lunch Schedule	4	Withdrawals	26
Makeup Work	7	Note:	
Media Waiver	19	Please refer to the online copy of this Handbook on the school website	
Parent/Visitor Check-in	19	for additional information on Superintendent Policies, including	
Parent/Guardian Concerns	19	the Student Code of Conduct.	
Parent/Teacher Organization (PTO)	20		

Stellar Elementary School

Staff Members

Jennifer Buck, Principal

Mary Lou Keirns, Assistant Principal

Chris Lambertz, Office Manager

Karen McAlexander, Secretary

TEACHERS

Karen Hansen, AM/PM Kindergarten
Lisa Knight, Full Day Kindergarten
Desiree Marques, Full Day Kindergarten
TBD, AM Kindergarten
Jessica Christensen, 1st Grade
Christine Dunton, 1st Grade
Susanne Fellwock, 1st Grade
Pamela Maloney, 1st Grade
Lisa Detlefsen, 2nd Grade
Marie McDaniel, 2nd Grade
Lisa Richardson, 2nd Grade
Christine Southern, 2nd Grade
Cheryl Flanders, 3rd Grade
Samantha Jerding, 3rd Grade
Melinda Miller, 3rd Grade
Catherine Zensen, 3rd Grade
Lori Gill, 4th Grade
Catherine Sauls, 4th Grade
Karen Sebastian, 4th Grade
TBD, 4th Grade
Stacy Cown, 5th Grade
Kim Hardwick, 5th Grade
Tiffany Martinez, 5th Grade
Heather Stephens, 5th Grade

SPECIALISTS

Jessica Lawrence, ELD
Maria Viegas, ELD
Barb Hartman, Technology
Victor O'Connor, Music
Darcy Phillipp-Crozier, Art
TBD, P.E.
Jaclyn Adley, Instructional Coach
Chris Pontillo, Tech Coach

SPECIAL EDUCATION

Jere Percy, Spec. Ed. Teacher
Tammy Piz, Social Worker
Elizabeth O'Connor, Speech Path.
Samantha Criaris, Learning Specialist
Sharon Williams, Learning Specialist
Caylin Delaroy, OT

CUSTODIAL

Bill Ryszkowski, Head Custodian
Scott Dickerson
Chris Hays

KITCHEN

Sheila West
Carrie Willingham

PARAPROFESSIONALS

Reanna Grable, Health Aide
Connie Callaghan, Classroom Para
Debbie Boucher, SSN
Annette Hamman, SSN
Kirstie Nobori, SSN
Naomi Williams, SSN
Kimberly Steele, Media Technician
Sheila Thiers, Student Monitor
Diana Sandoval, Student Monitor

B.A.S.E. PROGRAM

Daniele Mack, Director
Kelly Pizzuto, Rec. Leader
Callaghan, Connie
Hayman, Gianna
Martinez, Rosana
Sweetman, Danielle
Wilcox, Kailey
Winkelhake, Jodie
Yeazel, Alyssa
Zalewski, Sheila

STELLAR ELEMENTARY SCHOOL
3901 E. 124TH AVENUE, THORNTON, CO 80241
<http://www.Stellar.adams12.org>

IMPORTANT PHONE NUMBERS

School Office 720-972-2340
Attendance..... 720-972-2349
BASE..... 720-972-2351
Fax 720-972-2399

SCHOOL HOURS

Children should not arrive at school before 7:25am, as supervision begins at that time.
At 7:30am, students will go to classrooms and classes will start promptly at 7:35am.

Monday, Tuesday, Thursday, Friday

Grades 1-5 and Full Day Kindergarten 7:35am – 2:30pm
AM Kindergarten 7:35am – 10:40am
PM Kindergarten 11:25am – 2:30pm

Office Hours

7:00am-3:30pm

Base Program

6:30-7:30am; After School: 2:30-6:00pm; Wed.: 1:15-6:00pm

Wednesday, Early Release Day (EVERY WEDNESDAY)

Grades 1-5 and Full Day Kindergarten 7:35am – 1:15pm
AM Kindergarten 7:35am – 10:00am
PM Kindergarten 10:50am – 1:15pm

Daily Lunch Schedule:

<u>Grade Level</u>	<u>Inside</u>	<u>Outside</u>
EDKP/1 st Grades	11:00-11:20	11:20-11:40
2 nd Grade	11:20-11:40	11:40-12:00
3 rd Grade	11:40-12:00	12:00-12:20
4 th Grade	12:00-12:20	12:20-12:40
5 th Grade	12:20-12:40	12:40-1:00

Lunch Prices (subject to change):

Students: \$2.60/day or \$13.00/week
Adults: \$3.75/day or \$18.75
Extra Entrée: \$1.50

Information for Parents/Guardians about the start and end of the school day:

Before School:

Students will be allowed to enter on-campus beginning at 7:25am. All students are to go directly to the blacktop at that time. Classrooms will open after the first bell rings at 7:30am. School starts promptly at 7:35am, when the second bell rings. Students should be IN their classroom when the second bell rings at 7:35am, or they will be marked tardy. **If your child enters the building at 7:40am, he/she will be marked tardy.** Students are NOT allowed on school grounds prior to 7:25am, unless they are in the BASE program or participating in an extra-curricular before school activity, as there are no staff members on duty to supervise children. This is a student safety issue, so we need your assistance and cooperation with not dropping students off prior to 7:25am.

After School:

After school, students must leave the school grounds promptly when school is dismissed unless they are participating in a school sponsored activity or are in BASE. Please be sure your student knows how they are getting home on a daily basis, as it is very confusing if their pick-up routines are continually changing. We also ask your assistance in promptly picking up students on a daily basis at dismissal time. We understand that parents and caregivers occasionally run late and are not able to pick their child up right at dismissal time. Please be sure and notify the office if you are running late to pick-up your student. We will not send a student outside to wait for your arrival. Your cooperation with getting to school on time to pick-up your child is greatly appreciated.

AFTER SCHOOL POLICY

1. Students are expected to go directly home after school unless PRIOR arrangements have been made with their parents to stay after school with teachers.
2. Students may not play on playground or equipment before or after school. Students must leave school grounds immediately following dismissal.
3. Late Release of Student: In accordance with Superintendent Policy 5700, Section 3.3, in the event a student has reason to stay after the student's normal school hours, provisions shall be made available for that student to contact the parent/guardian. If a student who normally rides the bus is required to stay beyond the student's normal hours by school personnel, i.e., for detention, the student or school personnel shall seek parental permission or the detention will be delayed for one day so that transportation can be arranged. In the event of an emergency or weather conditions which, in the judgment of the building principal or district administration, present the possibility of physical harm or other danger to a student or students, students may be retained after regular school hours without first obtaining permission from parents or guardians. Efforts shall be made by all reasonable means to contact the parents or guardians as quickly as possible.

ASSIGNMENT OF STUDENTS TO CLASSROOMS

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 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

The above factors are the major criteria upon which decisions are made. 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, parents must put a request for consideration of change of classroom assignment in writing to the principal. The principal's decision shall be final in responding to such requests.

ATTENDANCE POLICY

ATTENDANCE NUMBER - 720-972-2349

Attendance is the first step in ensuring academic achievement. In order for students to reach for their personal best, they must show up and make their strongest effort at **school each and every day.** At Stellar, regular attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace. Absenteeism is the most frequent cause of poor grades. Parents/guardians/families are expected to ensure that their child are in school each and every day. This is an opportunity for students to develop habits that will help them when they are out of school and beginning their career.

The following policies and procedures are designed to support the district and state guidelines pertaining to student attendance. Please be sure to familiarize yourself with these policies referenced in your District 12 Rights and Responsibilities Handbook under Student Attendance. More than ten absences a year is considered excessive.

1. It is the parent's responsibility to notify the school attendance line, 720-972-2349, any time a student is absent from school. Please do so by 8:00am. This policy is necessary to account for and ensure the safety and well-being of each student.
2. Students who are out of school for five (5) days or more, due to illness, must bring a doctor's note when the student returns. If, for any reason, a student will be missing five (5) days or more, please contact the Assistant Principal, in addition to the student's teacher, to make the necessary arrangements for their absence.
3. After five (5) absences, an attendance letter will be sent home. At ten (10) absences, an attendance meeting may be scheduled with parents where parents may be subject to an attendance contract. Any additional absences will result in a district attendance referral. Attendance letters are mandated by district policy and will be sent even when the school is aware of the reasons for the absences.
4. Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Requests for absences to be excused due to vacation or for other non-emergency reasons will be approved on a case by case basis. (Superintendent Policy 5020, Section 4.6). A request for a Pre-Approval for Absences form must be completed and approved by an Administrator prior to the scheduled vacation. It is important to note that these absences **do count** towards a student's overall attendance total including determination of excessive excused absences.
5. A student missing three (3) consecutive days without being called into the attendance line shall be reported on the fourth (4th) day to a School Resource Officer, or District Intervention Services for investigation and/or a referral to a Social Services Agency.
6. A student that has four (4) full or partial **unexcused** absences in one (1) month or ten (10 full or partial **unexcused** absences) in a calendar year is considered habitually truant. This supports Colorado State Law (22-33-107 C.R.S.).
7. Attendance is taken at after school activities. If your student is at school, but will not be attending the after school activity they are enrolled in, please call the school.

Per the district's attendance intervention plan, the following guidelines have been established to help minimize student absences:

- 2-3 absences: **Teacher** confers with the student and contacts parents and enters the information in PLP.
- 4-5 absences: **Teacher** contacts parents to discuss attendance and potential impact on academic performance and enters the information in PLP.
- 6-9 absences: Administration contacts parents via written correspondence. In some situations, Administration may call the parent vs. sending written correspondence, about the attendance concern.
- 10+ absences: Administration communicates via written correspondence. Again, in some situations, Administration may call the parent vs. sending written correspondence, regarding the attendance concern, or may opt for an in-person meeting with the parent. All students and parents are subject to an Attendance Contract for habitually truant students.
- 11 or more absences: Possibility of Referral to Office of Intervention Services for further action, including possibly Truancy proceedings.

Definitions of Excused and Unexcused Absences:

Excused Absence: An Excused Absence are those absences which have been called into the school by a parent/guardian. If a student is on an Attendance Contract, absences are only Excused if granted by School Administration and have been predetermined as necessary.

Unexcused Absence: An Unexcused Absence are those which have NOT been called into the school attendance line by the parent/guardian or if a student is on an Attendance Contract and the parameters of the Contract are not being followed.

TARDIES / EARLY DEPARTURES: Getting to school on time is a key to your child's success – at school and in life. At Stellar Elementary, the learning begins from the moment students walk in the door. Students who are late may miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. Late students miss academics and tardiness in general, creates a bad habit. Students arriving to class after 8:30am will be marked partially absent. Excessive tardies or early departures may also result in school and/or district intervention. Students leaving school prior to regular dismissal time must be signed out of the school by a parent or a person authorized to pick-up the student by the parent. No students shall leave the school grounds while school is in session unless they are under the supervision of a certified employee of the district or being checked out by their parent or a parent-authorized adult. If someone other than the parent or guardian is picking up a student during the school day, the parent/guardian must provide the office staff with the name of the person who is picking up the child. Proper identification will be required before the child is released. Check out at the office is required. Under no circumstances shall a child be released to an adult who does not first appear in 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 appreciate your cooperation with this practice.

If a student is checked out for lunch they need to be returned within their allotted 40 minute lunch period. If they are later than 40 minutes, they are considered tardy and if more than one hour late, they will be marked absent for a half-day.

Outstanding Attendance Policy for Stellar Elementary Students:

Outstanding attendance exists only when there is not more than one (1) excused absence, (1 full day or 2 half days), and/or not more than one (1) tardy, (1 AM tardy or 1 early departure), per semester.

Perfect Attendance Policy for Stellar Elementary Students:

Perfect attendance exists when a student does not miss any school days and has no partial absences (arriving late or leaving early) in the school year.

Makeup Work (Superintendent Policy 6281):

When your child has an excused absence, it is the student and parents’ responsibility to request and arrange to obtain make-up work no later than the second school day after returning to school from an extended absence. For each day a child misses school, he/she will have the number of days of the excused absence plus one day to complete the missing work. This policy does not apply to students who are absent due to an out-of-school suspension. (Also see Discipline #4 in this Handbook.)

B.A.S.E./SUMMER PROGRAMS (Before and After School Program)

The purpose of the Before, After and Summer Enrichment Program (BASE) is to provide safe, quality, affordable childcare in the school setting. The BASE program provides experiences that are conducive to academic, social, and physical development of children. These self-supporting programs are offered to all students attending Stellar, but spaces are available on a *limited* basis.

BICYCLES, SKATEBOARDS and ROLLER BLADES

Children in grades 1-5 are permitted to ride their bikes, skateboards and roller blades 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, skateboards and roller blades 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 are strongly encouraging 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.

CAFETERIA INFORMATION

Stellar’s cafeteria serves a nutritious lunch each day or students may elect to bring a sack lunch from home. If students wish to purchase lunch, they may bring money on a daily basis or pay in advance. If paying in advance, please send a check for the number of days desired, payable to Stellar Cafeteria.” Indicate on the check your child’s name and computer lunch number. Please call the cafeteria (720-972-2350) if you have a questions about lunch or lunch money.

You can now add money to your child’s meal and snack account via www.payforit.net. Payforit.net is a great way to manage your child(ren)’s account, allowing parents to see account balances and purchases. Parents also have the option of setting up a low balance email notification when the student’s balance reaches a specific amount.

Students, who have two or less prepaid lunches remaining in their account, will receive a “Need Lunch Money” stamp on their hand. Automated phone calls are also placed home on Mondays, Wednesdays and Fridays when your child owes charges. Students may select an extra entrée or ala carte item, which may reduce the amount of money left in their lunch account. If you wish to prohibit these services, you may notify the kitchen manager. You may also designate that your child can NEVER charge, and that will be recorded in their account file.

SCHOOL LUNCH PRICES FOR 2017-2018

***Prices subject to change**

Lunch	Daily	Weekly
Elementary paid	\$2.60	\$13.00
Reduced K-2	No charge	No charge
Reduced 3-12	No charge	No charge
Free	No charge	No charge
Milk	\$.50	\$ 2.50
Adult	\$3.75	\$18.750

CELL PHONES and PERSONAL ELECTRONIC DEVICES (Superintendent Policy 5030)

Cell phones and personal electronic devices in academic settings (classroom, library, labs, etc) must be in the "off" or "silent" position at all times and stored out of sight except as permitted by the instructor or building administrator. Under all circumstances students shall be personally and solely responsible for the security of their cell phones. 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. Improper use of devices will be addressed as follows:

- 1st offense** The device shall be confiscated and the parent notified. The device may be released to the student after the student reviews and signs the policy.
- 2nd offense** The device shall be confiscated, delivered to an administrator and the parent will be notified. The device may be released only to the parent after the parent reviews and signs the policy.
- 3rd offense** Such offenses are considered disruptive behavior and could 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.

Please refer to Superintendent Policy 5030 for more information on this Policy.

CHECKING STUDENTS OUT DURING THE SCHOOL DAY

A parent or his/her designee must sign out a child leaving during the day; authorization to leave school during the day must come from the parent or guardian. Designee must be on the "authorized to check-out" list. Proper identification will be required before the student will be released. If this information is not provided, the student will not be released.

Children will not be allowed to walk home alone during the school day.

You may not leave the school grounds during the school day with a child who is not yours unless the office has written permission from the child's parent and you properly sign the child out. We cannot accept phone permission for you to check out a child who is not yours. If an adult is on your child's "authorized to check-out" list, he/she may check out your child without written permission.

COMMUNICATION

The staff at Stellar is dedicated to a home/school communication that is strong to our shared responsibility for student success. To that end, we encourage open and frequent communication. **Email is the preferred method of communication for ALL staff members and will typically result in a quicker response time.**

Communication with the classroom teacher:

- Consider your child's teacher as the first line of communication. Your child's teacher knows your child better than anyone in the school and has information regarding what happens during the school day.
- Every teacher sets up an individual system through which they communicate with parents, including take-home folders, student planners, classroom or grade level websites, journals, email and/or voice mail. Please make sure you understand how this works in your child's classroom.
- Being responsive to your needs requires our undivided attention and we value your input. Therefore, please keep in mind that right before school and right after school are very busy times for Stellar staff member and this is not a time that teachers are asked or expected to engage in individualized conversations about your student. These types of conversations are necessary, but need to be scheduled either with the teacher or with support from the office staff.
- It is a priority for all Stellar staff to try to preserve the integrity of classroom instructional time for all students. Therefore, during instructional time teacher's classroom phones will be forwarded directly to their voicemail, please call the main office for any time sensitive information.

Communication from the school:

- A monthly newsletter is filled with important information about happenings at school. This newsletter is available online on the school website at <http://stellar.adams12.org>. Additionally, most grade levels and individual teachers, maintain websites for their particular area on our main school website. Please check these websites on a regular basis for current, up-to-date information on happenings relating and important announcements.
- Often, important information will be sent home with your child in their classroom communication folder. Check this folder each week for important news from the teacher and the school.
- To stay up-to-date with reminders, letters, etc., the school uses School Messenger to send emails, and Sunday Night Auto-Dialer messages. Additionally, we regularly update Stellar's web page at <http://stellar.adams12.org>, and our Facebook Page at: <https://www.facebook.com/StellarElementary>.

Communication to problem solve:

- When conflicts or concerns arise, it can be challenging to maintain a positive relationship throughout the problem solving process. There are several options for parents to address concerns. These include: a "Parent Response Form" contained in each monthly parent newsletter, a phone call, note or letter sent to the classroom teacher or administrator. Concerns about a specific individual are always best addressed by calling and making an appointment with the principal after first trying to resolve the issue with the specific individual. Concerns are addressed in a professional and timely manner with all of the appropriate personnel.
- Stellar 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 members who voice concerns or file grievances. Students, families and community members can be heard by the Board of Education when internal procedures have been exhausted.

COMMUNITY USE

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

DELIVERIES AT SCHOOL

In order to create and maintain an educational setting that values learning and to cause the least disruption to the school day, *we ask that parents do not send deliveries to students at school* at any time. Items that are delivered will remain in the school office until the end of the school day. Students who are bus riders, will **NOT** be allowed to take anything delivered to them on the bus at the end of the school day.

DISCIPLINE – STELLAR ELEMENTARY SCHOOL'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 for the safety of all students.

Each student 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, gun shells or any other sharp or dangerous objects are forbidden on school premises and may result in immediate suspension.
3. Students will respect classroom and school rules.
4. Per district policy, if a student has been suspended from school the expectation is that classroom/homework must be completed. The student shall have an opportunity to make up school work during the period of suspension according to Superintendent Policy 6281.

Use of the STAR Strategy. We will be encouraging students to use the STAR Strategy when a student has been involved in a discipline incident (either a reflection or office misconduct). Classroom teachers are encouraged to use this strategy as well.

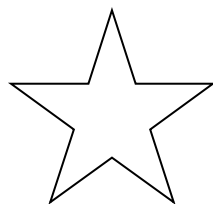
STAR Strategy

S- Stop and Take a Breath

T- Think

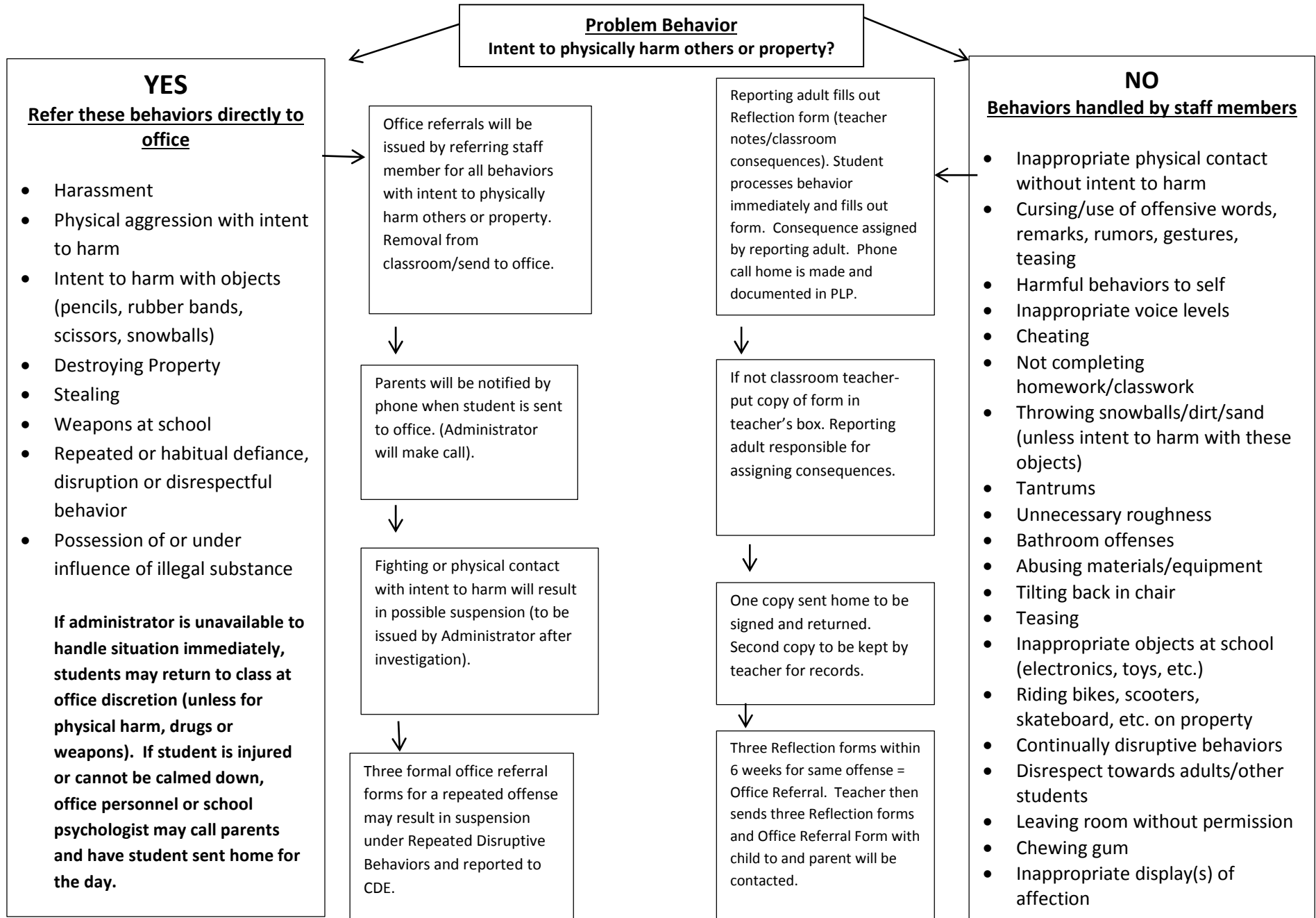
A- Actions

R- Reflect



Stellar Elementary School'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.

Procedures for Dealing with Problem Behaviors



When a child is referred to the office, every effort is made to help the child(ren) to work through the problem and develop good problem solving skills and learn to look at a problem from both sides. Discipline is consistently applied in a timely manner.

School-Wide Positive Behavior Intervention and Supports System (PBIS):

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS is a systems approach and framework to enhance the capacity of schools to motivate all students, especially students with challenging social behaviors, by establishing clearly defined outcomes that relate to academic and social behavior and positively reinforcing the behavior and work ethic that translates to success.

In addition, PBIS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with targeted, individualized behavior interventions as needed. 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:
 - Teaching behavioral expectations directly
 - Teaching social behaviors like academic skills
 - Maximizing academic engagement and success
 - Considering the influence of instructional support
 - Supporting student goal setting and work towards completion of goals
- 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.

	Before/After School	Classroom, Specials, Media Center & Computer Lab	Hallways and Bathroom	Playground	Lunchroom	Assemblies
Students	<ul style="list-style-type: none"> Hands, feet, and backpacks to yourself Walk bikes on sidewalks Leave school grounds immediately after school Leave sand, rocks, grass and snow on the ground 	<ul style="list-style-type: none"> Use walking feet Be respectful of others space and belongings Use a zero voice level when entering or exiting a room 	<ul style="list-style-type: none"> Go to the bathroom, flush, wash, and leave Use a zero voice level while traveling 	<ul style="list-style-type: none"> Walk on the blacktop Leave rocks, sand, and snow on the ground Tackling and tag games are not allowed Twisting and jumping off of the swings is not allowed Go down the slide properly 	<ul style="list-style-type: none"> Use level 1 or 2 inside voice Be patient Eat your food Dismiss by tables 	<ul style="list-style-type: none"> Walk in with a zero voice level Keep hands and feet to yourself Keep aisles clear
Think	<ul style="list-style-type: none"> Keep your backpack on your back Walk-in students enter through main entrance Bus students enter through the main entrance 	<ul style="list-style-type: none"> Be prepared to learn Complete all assignments to the best of your ability Follow directions 	<ul style="list-style-type: none"> Walk on the right side of the hallway. Go directly to where you are going 	<ul style="list-style-type: none"> Line up quickly and quietly Enter the building with a zero voice level Put equipment where it belongs 	<ul style="list-style-type: none"> Keep a clean and happy environment Turn money in at the beginning of the day Have your number ready Come inside in an orderly manner 	<ul style="list-style-type: none"> Sit flat, with legs crossed, and hands in your lap. Walk in with a zero voice level
About	<ul style="list-style-type: none"> Come to school ready to learn Be where you need to be, when you need to be there 	<ul style="list-style-type: none"> Be positive and productive Use appropriate voice levels Allow everyone to participate Be a good sport and citizen Be helpful and supportive of others 	<ul style="list-style-type: none"> Look with your eyes, not your hands Clean up after yourself 	<ul style="list-style-type: none"> Follow game and equipment rules Include everyone and have fun Take turns and share Take care of the equipment Problem solve with your words Play fair and be a good sport 	<ul style="list-style-type: none"> Feed your brain with good food Clean up after yourself and use the trash can 	<ul style="list-style-type: none"> Be quiet, attentive, and respectful
Respect	<ul style="list-style-type: none"> Use manners with your classmates Listen to adults Acknowledge an adult who speaks to you 	<ul style="list-style-type: none"> Be ready to learn Be a good listener Take care of equipment and materials Follow directions 	<ul style="list-style-type: none"> Be quiet and respect learning Keep hands and feet to yourself 	<ul style="list-style-type: none"> Show adults and peers respect Line up quickly and quietly when bell rings 	<ul style="list-style-type: none"> Clean up after yourself Use the trash can 	<ul style="list-style-type: none"> Clap for performers respectfully Eyes on speaker Zero voice level Be attentive

As part of the PBIS program, students may receive the following awards:

Star Award:

Students may earn Star Awards when they are “caught” exhibiting Stellar behavior either in the classroom or any other areas of the school. Students may collect Star Awards to spend in various ways around campus (see Incentives below).

Super Star Class Award:

Super Star Class Awards are awarded to an entire class when the class is “caught” exhibiting Stellar Behaviors. Any adult in the building may award a Super Star Award to a class. When the class has earned 15 Super Star Class Awards, they will earn a special recognition.

Positive Office Referral

Students may earn a Positive Office Referral from any staff member by demonstrating a behavior well above and beyond classroom or school expectations. The referral may be associated with a behavior or academic reason. Administration will call home with the student present and read the reason for the Positive Office Referral. Students will then receive a small prize and have their referral posted on the Positive Office Referral Bulletin Board located near the Cafeteria.

Stellar Elementary School operates under the guidance of the following five school rules:

- 1. I will respect myself**
- 2. I will respect others**
- 3. I will respect learning**
- 4. I will respect property**
- 5. I will respect safety**

Positive Incentives:

Students receive STARS for use across the campus. Individual classroom teachers have their own system of recognizing students for positive behavior in addition to the Star Awards. These individual policies will be explained at the beginning of each school year to students by their grade level teachers. The music, art, physical education and technology teachers also recognize classrooms for positive behavior and distribute Stars. Classrooms earn Super Star Class Awards for whole class recognition. Rewards and incentives must be earned and are used to encourage students to work hard on demonstrating positive behavior along with a strong work ethic towards learning goals.

The student store cart has prizes ranging from pencils, notebooks, books, etc. Students may use their Stars like cash to buy prizes from the Star Cart when it is available to their class. The book swap is also a part of the Star Cart.

Bullying, Harassment, Hazing, Intimidation and Threatening Behavior:

Stellar Elementary supports a secure school community conducive to teaching and learning that is free from any type of bullying, threatening, and/or physical harm. We follow all district and Superintendent Policies and procedures regarding bullying and harassment. Superintendent Policy 5110 addresses the negative impact that bullying has on student health, welfare and safety and in the learning environment.

Bullying, as defined by State Law, is a pattern of any written or verbal expression, intimidation or physical act or gesture, intended to cause distress upon one or more students. All bullying is prohibited.

Bullying which is directed at a student’s race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by Superintendent Policy 8400 (Nondiscrimination/Harassment).

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and/or address bullying. We will follow the Stellar established discipline procedures in cases of bullying and harassment when necessary and at administrators discretion. Please encourage your child/ren to report all cases of suspected bullying, intimidation or harassment so that we may follow-up before it becomes a bigger problem.

- All administrators, teachers, and staff at Stellar Elementary School who have any incident of bullying reported to them shall promptly forward the report(s) to the principal in writing.

- All administrators, teachers, and staff who witness student bullying shall immediately take appropriate action to stop the bullying and shall report the bullying to the principal for appropriate action.

In addition, the principal shall consider other actions which may be appropriate in response to student bullying, including but not limited to:

- Holding assemblies and implementing programs to create a school atmosphere where bullying is not tolerated and encourage students to immediately report incidences of bullying.
- Training staff and students in taking pro-active steps to prevent bullying from occurring.
- Developing peer support networks, social skills, and confidence for all students.
- Recognizing and praising positive, supportive behaviors of students toward one another on a regular basis.

DRESS CODE AT STELLAR ELEMENTARY SCHOOL

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. In accordance to Superintendent Policy 5060, restrictions upon freedom of student dress will be imposed at the discretion of the principal whenever the mode of dress in question is unsafe for student or others, or is likely to be disruptive, distracting or cause interference with the educational environment of the school. Students are expected to abide by the following general guidelines:

- Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in
- Shirts must cover the shoulders
- Tank top straps must be at least one inch (1") wide at narrowest point
- All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage
- Shorts and skirts must be fingertip length when arms are resting at sides
- Shoes/sandals must be worn at all time (for the safety of our students, please refrain from wearing flip flop sandals)

The following items or clothing are **specifically prohibited**:

- Spaghetti straps, halter tops and crop tops
- Transparent/mesh clothing
- Garments, make-up or hair worn in a manner that makes a student's face unidentifiable
- Exposed undergarments
- Pajamas and house slippers
- Shirts with revealing necklines or armholes or that have razorbacks
- Shirt hanging longer than the fingertips when arms are fully extended
- Hats, caps, gloves or sunglasses worn indoors
- Hairnets, bandanas and DOO-rags
- Caps, athletic headbands and armbands
- Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
- Clothing or accessories with sexually suggestive language or messages
- Clothing or accessories that have picture of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others
- 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
- Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group
- Trench coats and other like jackets capable of easily concealing weapons
- Clothing or accessories affiliated with Insane Clown Posse
- Hair restraints, gloves, goggles, or other protective attire, unless determined by staff to be necessary for safe participation in vocational programs

Additionally, short shorts, mini-skirts or cut or frayed sleeves or collars will not be allowed at Stellar. 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 must be at least one inch (1") wide at narrowest point. Shorts, jams 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 in the building. For extended time, in direct sunlight, such as field trips or field days, hats are also allowed. **Hoodies on sweatshirts are not allowed to be worn throughout the school day. Students who refuse to take off their hoodie, will be asked to remove their sweatshirt.** Parents, siblings and other family members are expected to follow the district dress code on school grounds and at school functions. **Please note:** Superintendent Policy 5060 has been modified to allow students to wear

professional athletic team attire including team jerseys. Except when other contributing policy violations or safety concerns exist in combination with violations of this policy, the typical progression of sanctions and interventions of this policy shall be as follows:

- **1st Offense:** warning and education about the policy and the student being provided an opportunity to correct the violation (generally this means the student will be given alternative clothing to change into).
- **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 "Student Dress Code" policy and discussing the consequences of future violations.
- **4th Offense:** sanctions up to five (5) days out-of-school suspension for each repeat violation.

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 requests to keep children from participating in P.E. will be honored for one day. A doctor's note is required if additional days are needed.

EXTRACURRICULAR ACTIVITIES & ADDITIONAL PROGRAMS

Students at Stellar are involved in a wide-range of activities such as choir, talent shows, student council, after school sports and musical groups. Students who participate in extracurricular activities, i.e., athletics, 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 Council, Choir, etc.

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

FIELD TRIP GUIDELINES

All district rules and procedures will be followed according to Superintendent Policy 6270 and volunteers will be required to be familiar with these guidelines. Volunteers/chaperones that are not employees of the district must submit to a raptor background check. Teachers will select volunteers on an equitable basis, dispersing the opportunity among as many parents as possible. Volunteers are responsible for the safety of all children assigned to their group. Only registered Stellar Elementary School students, in that particular grade, 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. Younger 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 (Superintendent Policy 3740), 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

Safety drills are conducted periodically throughout the school year to prepare students and staff in case of a real emergency. Fire drills are conducted once per month during the school year. Lock down and tornado drills are conducted twice per school year.

Each room is equipped with instructions for procedures to follow during fire, tornado and/or 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 Stellar Elementary School, we advocate for the unique educational needs of the gifted learner. Stellar is committed to rigorous, engaging instruction which motivates gifted and talented students to continually achieve at their greatest potential. Gifted and Talented children are those whose abilities and talents are so exceptional or developmentally advanced that they require special provisions to meet their educational needs. Gifted and Talented students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these areas: general or specific intellectual ability, i.e., academic, creative, leadership and/or visual arts.

For Gifted and Talented students at Stellar, we develop Advanced Learning Plans (ALPs) to meet each student's various strengths and academic needs. These individualized plans are created and then updated annually by the student and their teacher(s) with input from the G/T coordinators and parents. Additionally, students are clustered by grade level based on identified strength areas and receive targeted instruction including extensions or enrichment opportunities.

Students whose ability is either demonstrated or potentially performs at an exceptionally high level may be referred for testing by a teacher and/or parent. Testing dates are published annually in the Stellar Newsletter and are on the school website.

GRADING PRACTICES

Adams 12 Elementary and Middle school currently use a Standards Based Grading system in order to track and measure student achievement. For detailed information on Standards Based Grading, please follow this link to the district website for a comprehensive list of resources and information: http://www.adams12.org/student_learning/standards_based_grading.

HOLIDAY ACTIVITIES & BIRTHDAY CELEBRATIONS

During the school year we may incorporate some of our teaching activities with the holidays (i.e., Halloween, Thanksgiving etc.). If you and your family have some 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 prefers that your child not participate, please notify the teacher.

Halloween Guidelines:

1. For safety reasons, masks or makeup should not cover the student's face in a manner that makes the student unrecognizable. Masks/makeup that conceals one's identity may be worn only during actual costume contests or designated times.
2. Toy/facsimile guns are not allowed.
3. Other toy weapons (knives, swords, bats) should be approved by administrators and are only allowable if the item is clearly a toy.
4. Costumes that are overly graphic or promote violence or might logically be assumed to be offensive to others are not acceptable.
5. Costumes that are sexually suggestive and would otherwise violate the school's dress code are not appropriate.
6. Costumes of sports teams (professional or otherwise) are permissible, provided the costume doesn't violate other restrictions noted in the directive.
7. In all cases where costumes may be questionable, students should have the costume approved by an administrator prior to wearing to school.

Birthday Celebrations: Here at Stellar our focus is to find ways for our students to make healthier lifestyle choices. Simple steps can help children to continue making healthier choices as adults.

In addition to providing healthier lunch options as well as brain breaks for increased physical activity during our school day, Stellar has a **Healthier Birthday Celebration Menu** as part of the Adams 12 School District Healthy School Initiative. Instead of the traditional birthday snacks, like cookies, cupcakes, etc., we will offer students an opportunity to choose from a healthy birthday celebration activity for their birthday treat. At the beginning of the school year, parents will complete the Healthy Birthday Celebration form and return to their classroom teacher. If a student or parent brings in a non-healthy treat, that treat will be sent home with the student at the end of the school day. Please refer to Stellar Safe Food Guidelines for specific information.

Students can choose from one of the following Healthier Birthday Celebration Menu items when they celebrate their special day:

Super Special Screen Time

The birthday student gets 10 minutes of free choice (school approved) Chromebook or computer time.

Show and Tell

The birthday student may bring an item from home to show and tell the class about.

Wear Your Own Hat

The birthday student can choose to wear a hat from home all day at school.

Birthday Balance Ball

The birthday student may choose to borrow a birthday balance ball for the day and sit on that instead of their chair.

Dance Leader

The birthday student will choose an extra GoNoodle dance activity for the whole class to enjoy.

Stuffed Animal

The birthday student may bring a favorite stuffed animal from home to carry with them for the day.

Extra Gym Time

The birthday student may choose a buddy and enjoy an extra 10 minutes of gym time at the end of the day.

Healthy, Safe Snack Food Options

Here are some healthy treat ideas if your family wants to choose a food option instead of a non-edible treat.

- Beef Jerky
- Pretzels
- Strong Cheese
- Yogurt/Go-Gurt
- Popcorn
- Pumpkin Seeds
- Applesauce/Applesauce Squeezable Pouches
- Fresh Fruits and Vegetables
- Breakfast/Cereal Bars (with NO peanut or tree nut products)
- Crackers (goldfish, animal, any with NO peanut or tree products)

Please also see information relating to our Safe Food Guidelines, particularly as it relates to Special Occasions/Celebrations. Specifically, any classroom with life threatening allergies, teachers will notify all parents of the allergens that must be avoided. They will be informed that any foods brought in for classroom celebrations, and/or **to be shared** with other students, must be commercially prepared with a full ingredient list printed. Parents will be notified that they need to bring any food to be shared in the classroom for an ingredient review within a **24-48 hour** time frame before the scheduled event. Any food items containing life threatening allergens, that are brought in for celebrations (ex. Birthday, Halloween, etc.) will NOT be consumed and will be returned home with the student(s) who brought it.

We recognize the significance of a child's birthday, and birthday celebrations will be reserved for in class recognition of the student. Many children get hurt feelings when they see other children receiving birthday party invitations. In order to avoid hurt feelings, we ask that you do not send birthday invitations to school. If you choose to send invitations, you must provide **one** for every student in the class.

ADAMS 12 FIVE STAR SCHOOLS WELLNESS POLICY - Superintendent Policy 3720:

Adams 12 is committed to providing a school environment that promotes proper nutrition, regular physical activity and the development of lifelong wellness practices as part of the total learning environment. The district recognizes that schools contribute to the overall health status of students and that well-nourished, physically active students are better equipped to learn in the classroom. To achieve this, each school shall strive to create an environment that supports student health by meeting the following goals (for specific information on each goal, please see the entire Superintendent Policy 3720, included behind the Adams 12 Five Star Schools Student/Parent Handbook Information at the end of this Handbook):

- **Goal #1:** The district will provide a learning environment for developing and practicing lifelong wellness behaviors.
- **Goal #2:** The district will support and promote proper dietary habits contributing to students' health status and academic performance.
- **Goal #3:** The district will provide opportunities for students to engage in physical activity

At Stellar, we will work to support the District's goals in the following ways:

- Coordinate nutrition education opportunities between the school cafeteria and classrooms through collaboration of the Nutrition and BASE departments and school staff/teachers.
- Encourage teachers to integrate nutrition education into traditional subject areas.
- Promote healthy eating and active living to students, parents, school staff and the community.
- Promote the ongoing activities and initiatives of our Wellness Committee (which is open to any parent who wishes to join this committee).
- Individual food items offered at Stellar will have no more than 35% of calories from fat, no more than 10% of calories from saturated fat and no more than 35% of total weight in sugar.
- The following beverages will only be sold/offered at Stellar events and activities: bottled water, low-fat or fat-free milk, 100% fruit juice with no sweeteners.
- Provide non-food rewards in the classroom whenever possible. Some examples of these rewards may include: extra recess, praise, thank you notes, certificate/recognition, free time, homework passes, listening to music while working or dance parties.

- Provide healthy food and beverage choices as the primary offerings at any school function that includes food.
- Establish guidelines for snacks brought in for parties and birthday celebrations, emphasizing non-food treats or fruit and vegetable options.
- Include physical activity in any celebration, such as extra recess or creative playtime.
- Experiment with alternative birthday celebrations, including having a monthly class birthday celebration instead of a treat for every child's birthday, or allowing the birthday child to choose an activity that the class can do (extra recess, class game, reading aloud, lunch with the teacher, dance party, etc.), or bringing in a craft/activity for the class instead of a snack.
- Staff will serve as positive role models for students by modeling healthy food choices and engaging in active lifestyles.
- Adhere to Colorado State Law which requires students the opportunity to engage in a minimum of 600 minutes of physical activity a month.
- Provide a minimum of 15 minutes of recess daily for students.
- Incorporate short physical activity breaks during class.
- Promote walking or bicycling to and from school.
- Offer a variety of extracurricular physical activity programs, such as physical activity clubs.
- Avoid the elimination of physical activity from a student as a form of punishment.

From birthday parties to holidays, there are many celebrations in school and we love celebrating with your children. However, as we teach students about the importance of making healthy choices and how eating well will help them to learn, it can be confusing when every celebration involves junk food or when snacks from home are not in line with what they are learning. We thank you in advance for helping our students to make healthier lifestyle choices.

HOMEWORK

In accordance with Superintendent Policy 6280, homework is important practice towards mastery of objectives. Students who do the work, even in areas that they struggle, perform better in class. Homework is essential to helping students create a solid independent work ethic towards mastering personal goals and taking ownership and responsibility of their own learning. It is the policy at Stellar that:

- Homework completion will be recognized and rewarded based on the scholarly habit expectation of preparedness.
- Homework should be meaningful and appropriate to the specific needs and goals of the student.
- Homework assignments length may vary depending on the grade level, but should include independent reading practice, math practice, and work towards a specific learning goal or project. Homework should not be a new skill or task.
- Teachers need to be specific about the homework assigned, including the purpose and connection to in-class instruction, and due date.
- Teachers need to provide feedback to the students in a timely manner regarding performance on the homework.

Assignments Will Take Into Consideration:

1. Individual differences of the students including the needs of English Language Learners and diverse family environments.
2. The need for students to work independently.
3. The need to help students develop effective home study habits.
4. The need for children to build meaningful concepts.
5. The need for students to become resourceful in the application of skills to subject matter.
6. The need to develop a relationship between home and school activities.
7. Any Advanced Learning Plans (ALP) for identified G/T students.
8. Any Individualized Education Plans (IEP) for identified Special Education Students.
9. Any student identified on a 504 Plan when specified.

Under no circumstances should "busy work" be assigned, but homework should have a relevant connection to the actual instruction taking place in the classroom at the time the assignment is made. HOMEWORK should not be punitive.

INSTRUCTION AND ASSESSMENT INFORMATION

Teachers provide instruction in accordance to the Colorado Academic Standards. They use multiple measures to assess student growth, including the following:

- District standardized tests for reading and math (NWEA Map Assessment)
- Kindergarten District Assessment – TS Gold School Readiness Survey
- Grades 1-2 – Running records, PALS using district leveled text
- Grades 3-5 – PALS Plus, CMAS (Colorado Measures of Academic Success) State standardized assessment, PARCC (Partnership for Assessment of Readiness for College & Career)

KINDERGARTEN ENTRANCE REQUIREMENTS

Any child who is five years of age on or before October 1st is eligible to enter kindergarten. It is necessary that you bring your child's birth certificate, immunization record and proof of residence at the time of registration. Children who do not meet this age requirement will not be permitted to enroll in kindergarten later in the school year even if they have partially completed a kindergarten program in a private school or in another school district per Superintendent Policy 5230.

LOST AND FOUND

A lost and found box is maintained in the cafeteria. Articles of clothing, lunch boxes and miscellaneous items should be placed in the lost and found box. All valuable items should be turned in to the office. Money that is found will be kept in the office for 1 week. If the money is not claimed, the finder may claim it. All children's clothing should be marked for easy identification in the event of loss. Parents are encouraged to frequently check the lost and found box for their child's belongings. All unclaimed articles are given to charity at the end of each month. Stellar Elementary School will not replace or reimburse families for any items lost at school.

MEDIA WAIVER/INTERNET PUBLISHING

There may be times during the school year when different media groups (newspapers, television, university, school production class, district public relations, etc.) will cover activities or various events with articles, video or still photography that may be published either in print or online. In addition, schools or the district may want to include school-oriented articles, video or photography on their own websites/Facebook pages.

If parents DO NOT want their child(ren) to be photographed or videotaped for news media or school publicity purposes, please request a "Media Opt-Out Form" from the main office. Complete that form and return to the office so that we will have record of your request that your child(ren) are not to be photographed or videotaped by news media or school district publicity. This opt-out form will be good for the current school year only.

PARENT AND VISITOR CHECK-IN

State Statue 18-9-109 requires all visitors and volunteers to check-in and show valid identification for Raptor Screening purposes at the main office each time you enter the building. Visitors and volunteers will be issued a visitor badge and this badge must be worn in a visible location on your clothing. For the protection and safety of all students and staff, you will be asked to return to the office if you are not signed in and wearing a badge. Please address all concerns at the office window. **PLEASE DO NOT GO TO THE CLASSROOMS WITHOUT FIRST CHECKING AT THE FRONT OFFICE WINDOW.** If you want to visit a classroom or speak to a teacher, please call to make an appointment. **This includes before and after school.** Teachers have a very limited time to plan and prepare for instruction and dropping in can be very disruptive. If you do not have an appointment with a staff member, you may be asked to return when one can be scheduled.

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 insuring 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.

Parents and/or visitors are welcome to join their child(ren) for lunch. If space allows, you may sit at the round table with your child and one friend. If space is limited, you will need to sit at a rectangular table with your child and one friend.

PARENT/GUARDIAN CONCERNS

There are several options for parents to address concerns. These include: a "Parent Response Form" contained in each monthly parent newsletter, a phone call, note or letter sent to the classroom teacher or administrator. Concerns about a specific individual are always best addressed by calling and making an appointment with the principal after first trying to resolve the issue with the specific individual. Concerns are addressed in a professional and timely manner with all of the appropriate personnel. Every effort is made to be certain that no inappropriate repercussions result for the school personnel, the parent/guardian or the student. Respectful interactions between all stakeholders are expected.

PARENTS/TEACHER ORGANIZATION (PTO)

The PTO is the official voice of Stellar Elementary School's parents and citizens. It serves as a two-way communication between school and community. Membership is open to parents of Stellar Elementary School 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. PTO will meet on a regular basis in the evening. Dates and times are announced on the marquee and in the parent newsletter.

PARKING

Please use caution and obey all traffic rules and speed limits when driving in the school zone. Handicapped identified spaces are only for persons with handicapped identified vehicles. The front handicapped parking spaces are specifically for the loading and unloading of our handicapped students. Handicapped spaces are also available in the staff parking lot for handicapped visitors.

Please park in designated visitor parking spots or the church parking lot only. Please do not leave your car unattended in the "hug-and-go" lanes. The bus lane is designated for bus loading/unloading and district vehicles only unless directed by Stellar Staff on duty. We want our students to arrive and leave school safely! Please model appropriate driving behavior and be courteous of the crossing guards who are assisting in our efforts to keep our students safe. When we have evening programs or holiday parties, we will be using the church parking lot for additional parking.

Parents parking and picking up their student after school should utilize the church parking lot and meet their students in the common area by the flag pole. Parents are expected to wait to take their child until after checking out with the adult on duty.

PETS

No pets are allowed on school grounds at any time during school hours. This includes any outdoor activities such as Field Day, Harvest Run, etc.

RECESS

Indoor recess will be held if:

- ❖ Snow, rain, sleet or hail is falling
- ❖ Lightening is occurring
- ❖ Temperature with wind-chill is below 20 degrees
- ❖ Playground conditions are poor (mud, snow, ice, or standing water)

Students should come to school prepared to go outside for recess. Written requests to keep children inside will be honored for one day. A doctor's note is required if additional days are needed. During the colder months, they should bring:

- Warm coats
- Hat
- Mittens or gloves
- Boots

REPORTING STUDENT PROGRESS

Parent/Teacher Conferences:

1st Conference: Parent/Teacher Conferences – October 11th 8:00am-8:00pm.

2nd Conference: Parent/Teacher Conferences – February 13th, 8:00am-8:00pm

Progress Reports:

Student progress will be updated every 6 weeks for classroom teachers, as well as every 9 weeks for Specials teachers, in the Infinite Campus Gradebook. Information updated will notify parents of the students' progress, quality of work.

Report Cards:

Formal report cards will be sent home to parents at the end of the 1st and 2nd grading periods. This card is the teacher's evaluation of how your child is doing in relation to their estimated ability and their mastery of the State Standards. We invite parents to contact teachers for information concerning a student's progress.

Grade Level Expectations:

Teachers will clearly define grade level expectations for grade levels at Back to School Night providing explanations for parents. In addition, teachers will:

- give students sufficient prior notice regarding required assignments and tests;
- stress the importance of completing work on time and producing quality of work;
- base achievement and progress on clear and reasonable standards mastery;
- consistently apply mastery criteria;
- provide both an individual and group performance criteria for group projects;
- provide information about assessments to students/families in a timely manner;
- provide information to students and parents when coursework is unsatisfactory, allowing students time for corrective action and intervention, and
- motivate students to persist in assignments and persevere in practice

RESPONSE TO INTERVENTION TEAM

Stellar Elementary School has a School Problem-Solving Team. This team will meet on a regular basis with teachers to address students with specific behavioral and/or academic needs. Assessment and behavior data is used to determine any students who may need additional instruction or behavioral support. Students may work inside or outside of the regular classroom in small groups with staff that is trained to provide specialized instruction in Behavior, Reading, Writing, Math, and English as a Second Language. Students needing additional instruction will be monitored on a regular basis to track achievement/behavioral progress and make adjustments as needed.

SAFE FOOD GUIDELINES

We take a number of steps to reduce the risk of exposure for students who are allergic to certain food items. In addition to the guidelines listed below, our staff is trained, at the beginning of each year, on food allergies and how to respond to life-threatening reactions that may occur. We also educate students, at all grade levels, about food allergies through our District Registered Nurse.

Cafeteria:

In our cafeteria, Stellar Elementary provides allergy-free tables as necessary based on individual student needs. "Allergy Aware" tables will be labeled with a sign to help students and staff members easily understand which allergens must be kept away from each table. Students with severe food allergies may choose to sit at the appropriate table (if more than one, based upon student needs) and can invite 2-3 friends to sit with them. All school/hot lunches are peanut/tree nut free. Lunches brought from home, however, will be checked for peanut or tree-nut ingredients (or other allergens as necessary) by our trained lunchroom staff prior to the student starting to eat their lunch. If a student is at a table and there is food that cannot be identified as allergy free, the student will have the choice to put the food away in their lunch bag or baggie and save for after school, or move to another table to eat. Our "Allergy Aware" table(s) will be cleaned with soap/water and rags not used on any other tables, to avoid cross-contamination.

Classroom Snacks:

Teachers may or may not allow for a short snack time, during the day, based on schedules and lunch times. If a student has a dietary need, in a classroom that does not have snack, please let the teacher know and alternate arrangements will be made. In classrooms that do offer a snack time, students must bring their own and are expected not to share their snack with others.

Classrooms with students who have severe nut allergies will have a "Peanut/Tree Nut Aware Classroom" sign posted on the door or window. A similar approach will be taken for the specific allergen for students with other life threatening allergies. Teachers in these classrooms will notify parents of the allergen restrictions in the room and supply a healthy choice list of safe snack items that have had their ingredients confirmed to be free of the dangerous allergen. Any peanut/tree nut products brought into the classrooms, for mid-day snack, cannot be eaten during snack time and must remain in student lunch boxes. They may be consumed in the cafeteria away from the "Allergy Aware" table(s).

All food ***consumed*** within a peanut/tree nut aware classroom must be nut-free; this includes all daily snacks and food for special occasions/celebrations.

All students in our peanut/tree nut aware rooms will be asked to wash their hands after lunch recess.

Special Occasions/Celebrations:

In any classroom with life threatening allergies, teachers will notify all parents of the allergens that must be avoided. Any food brought in for classroom celebrations and/or **to be shared** with other students must be commercially prepared with a full ingredient list printed. Parents are encouraged to bring any food to be shared in the classroom for an ingredient review within a **24-48 hour time frame** before the scheduled event. All snacks must be from the safe snack list. Any food items containing life threatening allergens, that are brought in for celebrations (i.e., Birthday Menu Choice, Halloween, Winter Holiday, Valentine's Day, etc.), will not be consumed and will be returned home with student(s) who brought it. Please only send commercially prepared items for all celebrations, as we have a number of allergies to a variety of foods such as: nuts, wheat, eggs and dairy, and having the opportunity to identify ingredients with help our students make safe and healthy choices. Staff members will help students read labels to identify ingredients and will remind students "when in doubt, don't eat it!"

As delicious as they are, homemade snacks cannot be shared with other students, due to the prevalence of allergens and ease of cross contamination.

Safe Snack List: Beef Jerky, Pretzels, String Cheese, Yogurt/Go-Gurt, Popcorn, Pumpkins Seeds, Applesauce/Applesauce Squeezable Pouches, Fresh Fruits and Vegetables, Breakfast/Cereal Bar (with NO peanut or tree products), Crackers (goldfish, animal, any with NO peanut or tree nut products).

SCHOOL CLOSURE AND DELAYED START PROTOCOL

School Closures: Information on emergency school closures will be available on the district website at www.adams12.org, local television stations **2, 4, 7 and 9** as well as radio stations **KHOW, KOA, KOSI, KYGO**; listen for announcements concerning **ADAMS 12 FIVE STAR SCHOOLS, not Stellar Elementary School**. On rare occasions, due to 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. If early release is necessary, the student will be dismissed only after parent contact has been made and arrangements for pick-up are in place.

Delayed Start Protocol: The District may elect to use a delayed start protocol to the school day in some weather situations. Delayed starts will be announced in the same manner as school closures. If there is a delayed start, school will start two hours after the regular start of our school day (9:30am). Afternoon release time will remain the same, 2:30pm. **The delayed start protocol will NOT be used on Wednesday due to districtwide early release day. School will either be closed or open.** Additionally, morning and afternoon half-day kindergarten class will be cancelled; full-day kindergarten will start two hours after the regular start of our school day (9:30am). Buses will run on delayed start days and will pick-up two hours later than the regularly scheduled pick-up times; afternoon bus drop-off times will not be adjusted. For specific information relating to bus pick-up and drop-off times, please contact Transportation. Families with students in morning BASE will add two hours to the normal start of the BASE program; afternoon BASE will not be adjusted. For specific information on BASE start times on delayed start days, please contact the BASE Site Director. Activities and field trips during the school day that require transportation on delayed start days, will be canceled; before and after-school activities will be decided by each school.

SEARCH AND SEIZURE

Superintendent's Policy 5130 authorizes district officials to conduct a search of a person or property 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.

SHARED DECISION MAKING AT STELLAR ELEMENTARY SCHOOL (Superintendent Policy 1100)

The process for shared decision making is intended to be in line with the Master Agreement and in keeping with our desire to foster the collegial exchange of ideas for the enhancement of the end result.

Stellar Elementary School 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 School Accountability Leadership Team, the Building Grade Level Team (grade level/program chairpersons), staff members, and Parent Teacher Organization (PTO). 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 majority. 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.

STUDENT RECOGNITIONS

In addition to the STARS that students may earn, two awards are given from each teacher, including specials and specialists. Students receiving awards are recognized at STAR Awards Breakfast Celebrations. Awards that students may be recognized for include:

The Shooting Star Award: This award is given to one student for being an independent problem solver, a risk taker and for reaching/passing personal goals in academics. Students receiving this award are being recognized for excellence in that particular area (art, music, classroom academics, etc.)

The Good Citizen Award: This award is given to a student who models quality character traits such as being thoughtful, productive, and helpful for sticking up for others and for going above and beyond on a daily basis.

Students are also recognized for the following:

Outstanding Attendance: At the end of each semester, students who have outstanding attendance will be recognized. **Outstanding attendance exists only when there is not more than one (1) excused absence, (1 full day or 2 half days), and/or not more than one (1) tardy, (1 AM tardy or 1 early departure), per semester.**

Reading Counts Program Awards: Reading Counts is a reading motivation, incentive and management program that helps encourage and monitor independent reading by students. Students will be recognized two times a year for reaching various levels in the Reading Counts Program.

STUDENT SAFETY AND EXPECTATIONS

Please assist the Stellar Elementary School staff in providing for the safety of all students by:

- ❖ Calling the school attendance line when your child will be late to school or absent. Please call before 8:30am. Parents will be contacted if a student is absent and not excused. Please give the following information when calling the attendance line:
 - Date of absence/tardy
 - Student name and teacher name
 - Who is calling
 - Reason for absence/tardy
- ❖ Signing your student out at the office if he/she needs to leave during the school day. In 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. Proper identification will be required before the child is released. If this information is not provided, your child will **NOT** be released. Children will not be allowed to walk home alone during the school day.
- ❖ Notifying the school office when you have a change in home, work, emergency phone numbers or email address. In order to maintain accurate contact information for you, we will ask that you verify the contact information we have on file with you two times during the school year.
- ❖ Seeing that your child does not arrive at school **before** 7:25am, and leaves the school grounds promptly when school is dismissed unless participating in a before school activity or club. Students are not supervised prior to 7:25am, nor after school hours.
- ❖ Exercising extreme caution when driving near the school when children are present. Only school buses and commercial day care vans will be allowed to use the circle driveway in front of the school building through the church entrance for student unloading in the morning.
- ❖ Making sure your children are aware of the following expectations and guidelines:
 - Students are expected to act appropriately in the hallways (no running, no yelling, etc.).
 - Students are not permitted in the faculty lounge or workroom.
 - Gum chewing is not allowed in the classroom, on the playground, within the school building or while attending any school sponsored activity.
 - Student cell phones should be turned off and placed in student backpack during the school day unless directed by a teacher to use.
 - Cell phones confiscated during the school day for inappropriate use will be held according to the typical progression of consequences described in Superintendent Policy 5030.
 - **Toy weapons and/or knives could result in automatic suspension or expulsion. Please speak with your child. NO KNIVES and/or TOY WEAPONS.**

STUDENT ILLNESS/HEALTH OFFICE

Stellar has a trained health aide who staff our School Health Office. The health aide is responsible for providing minor first aid to student 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.

When a child becomes ill or is injured at school, the health aide or other school staff will determine if the 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 you immediately inform us of address and phone number changes, so in the event of an emergency, we can quickly notify you.

It is always a difficult balance to decide when you should keep your child home vs. when you should send them to school. Attendance in school is something we value; yet if your child is not feeling well, or is running a fever, it is imperative to keep them home. Many times you send them to school only to have to return within the next few hours to pick them up.

If you have questions, or are unsure of whether to keep your child home from school, please consult with your physician or call our school health office. For a list of symptoms to watch for when deciding whether or not to keep your child home, please refer to the Student Health Information segment in the District Policies section of this Handbook.

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 Severe Significant Needs; Severe and Profound

STUDENT TELEPHONE POLICY

Students are called out of the classroom to take telephone calls only on an emergency basis! Stellar's office staff will only deliver **emergency** messages to students. Please assist us by making arrangements for after-school pickup and day-care prior to your child leaving for school in the morning. Students will not be allowed to use the phone to make after-school arrangements.

TOYS, FIDGET SPINNERS AND OTHER MISCELLANEOUS PROHIBITED ITEMS

Fidget Spinners are not permitted on school grounds, unless identified as an accommodation in an IEP or 504 Plan, as they are a serious distraction to our learning environment. Students who have a Fidget Spinner will have it confiscated by their classroom teacher and held until it can be picked up by a parent. Students are also not permitted to bring toys including, but not limited to: stuffed animals, cars, trucks, games, or any toy-like items such as MP3 players, hand held computer games, cameras, sports equipment, baseballs and bats, and trading cards (i.e., Pokémon, magic). Students cannot wear Heelys (shoes with wheels that retract.) Additionally, basketballs, footballs and soccer balls should not be brought to school. (Playground toys and equipment are provided for recess.) Cologne, lip gloss, lipstick, and general makeup are also not permitted at school. Bringing any of the above may be addressed as follows:

- 1st offense** The item shall be confiscated. Parent/guardian shall be notified and the item may be released to the student at the end of the school day.
- 2nd offense** The item shall be confiscated and transferred to the appropriate school administrator. The parent/guardian shall be notified and the item may be released only to the parent/guardian.
- 3rd offense** Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day detention at the discretion of school administration and/or the confiscation of item until the end of the school year.

TRAFFIC SAFETY

Stellar Elementary School would like your support in addressing the safety concerns and traffic congestion around the school. To increase the safety of our students, please follow these guidelines when dropping off and picking up students:

- The lane between the entrance on 124th Avenue and exit to the church parking lot is designated as a "hug-n-go" lane for dropping off and picking up students. Parking is not allowed in the "Hug-n-Go" lane. Please do not leave your car unattended in the "Hug-n-Go" lane. Please pull as far forward as possible to allow more vehicles in the lane. **Drivers should not leave cars unattended in the "Hug-n-Go" lane.** Please also do not instruct your student to walk across to the church parking lot to meet you. Please park your car, and walk to the front of the school to pick-up your student in the common area in front of the flag.
- The lane on the north side of the school is a bus lane only until opened for 3rd-5th "Hug-n-Go".
- Keep crosswalks clear at all times and do not stop or park in a crosswalk lane.
- Always yield to children, adults, and crossing guards in the crosswalk.
- Please use designated crosswalks at all times.
- Obey all traffic signs, **drive slowly** in school zones and refrain from using your cell phone while driving on school grounds and in our parking lots.

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. The District uses a Telanguage Service that has interpretation services for over 24 languages available on demand, should the need arise. Please contact the school office if you have any questions regarding this district service.

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 SCHOOL

Parents and/or guardians are welcome to visit the school in which their child(ren) are enrolled. All visitors must report to the school office to be checked into the school's visitor management system. Visits to classrooms should be scheduled in advance. Principals and teachers may impose reasonable restrictions upon time, duration, frequency and location of visits. See Superintendent Policy 1200 for more information.

VOLUNTEERS

Please come share your talents with us! The goal of the staff at Stellar Elementary School is to provide an educational climate best suited for each child. In order to reach this goal, we need the support and help of our community. We need volunteers to be part of the team to provide more personal contact with children on a one-to-one or small group situation, and to provide more enrichment experiences. We need the help of volunteer parents. All volunteers at Stellar Elementary School will be expected to follow school, as well as district guidelines, regarding dress code and Safe School Policies. Use of all tobacco products is forbidden on school property.

Volunteers who are not employees of the district must submit to a raptor background check a sign the statement of understanding. All volunteers must also wear a Volunteer or Visitors Badge at all times when in the school.

WITHDRAWALS

Parents must notify the school at least two days in advance of a student withdrawal, stating where the parents are moving and the address of the new school. ALL library books, textbooks and other school materials must be returned. When a request for records from the new school is received, the student's records will be sent directly to the new school. Student records will NOT be released to parents. They will only be released to the student's new school.

PLEASE NOTE: If during the school year you move your residence out of Stellar Elementary School's boundaries, your child/ren may remain at Stellar Elementary School for the remainder of that school year with the following requirements: 1) the parent/guardian must complete a Household Change form and provide one (1) proof of new residence; 2) any excessive absences or tardies may result in being asked to register your child/ren at their home school, and 3) transportation is the responsibility of the parent/guardians.

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.
- 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

OR

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)

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 or <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-5: Charged meals are allowed up to a negative \$8.00 balance.
- Grades 6-8: Charged meals are allowed up to a negative \$6.00 balance.
- Grades 9-12: Charged meals are allowed up to a negative \$3.00 balance.

Complimentary meals are recorded in the student's meal account for grades K-8 within the point of sale system. If a complimentary meal is served, the household is notified. Parent/guardians are provided with the amount due and payment options, as well as meal benefit applications, if needed. Complimentary meals are not offered to grades 9-12.

Prepayment is encouraged via cash, check, or online at payforit.net. At Payforit, parents may set low balance auto notification and auto refill payments. 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, in the school kitchen and from the Nutrition Services office located at 1500 E128th Ave, Thornton, CO 80241.

School Messenger automatic calls and emails to families may be sent for students with negative balances until the account is brought current. Families can have this turned off by contacting Nutrition Services. If patterns develop with students who consistently do not have money for meals, the Kitchen Manager may discuss this with the Principal, Counselor, student or family to determine the best solution for the student.

As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectable, 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 uncollectable 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. Delinquent debts which have been determined to be uncollectable 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. Regardless of their source, donations will be accepted and applied to meal account debt on an annual basis.

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. 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.



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				

F First Day of School for Students

FS-August 15, 2018 6th morning; 7th-8th afternoon; 9th 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

AUGUST 2018

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

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

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						

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

Oct. 12, 2018 42 days

Dec. 20, 2018 43 days

Mar. 15, 2019 47 days

May 23, 2019 43 days

OCTOBER 2018

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

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
		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				

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	

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	

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					

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						