Phone Numbers to Remember

Office:   (720) 972-5560
          available 7:30 a.m. – 3:30 p.m.
Attendance Line:   (720) 972-5578
          available 24 hours
Fax Number: (720) 972-5579
Cafeteria:  (720) 972-5571

School Hours

Grades K-5  8:05 - 3:00 (Mon., Tues., Thurs., Fri.)
            8:05 - 1:45 (Wednesday)
“The beautiful thing about learning is that no one can take it away from you.”  BB King

Dear Families,

Welcome to the 2020-2021 school year!

This electronic handbook includes you will find a guidance on a range of topics such as:

- What is ClassDojo and how can I sign up for ClassDojo?
- When can I drop off my child in the morning?
- What number do I call to let the school know my child will be absent?
- Who can I call to get help with resources?

At North Star, our work is guided by our mission statement:

Every moment counts.

Every student matters.

Every student achieves.

Thank you for all your support and have a great year!

Sincerely,

Grace Taylor
Principal
Staff Directory

Classroom Teachers

Kindergarten
Jill Dupuis
Dana Laurent
Elizabeth Paplow

First Grade
Ashley Geddie
Kamrin Goode
Julie Miller

Second Grade
Cyndee Blue
Caitlin Duffy
Kendra Pollard

Third Grade
Lauren Hafer
Jessica Hillman
Stephanie Gilmore

Fourth Grade
Marisa Eafanti
Holly Starrett
Regan VanDePol

Fifth Grade
Katy Guinn
Cynthia Oliveras

Building Specialists
Art
Andy Taylor

Digital Literacy Specialist
Leah Chamberlain

Music
Wendi Coop

Physical Education
Barbara Murphy

Coaching Staff
Ronai Cerullo
Annie Bryson

Interventionist
Linda Mauney

ELL Teachers
Jamie Newman
Sarah Ramirez
Hilary Thornham

Psychologist
Ana-Victoria Novelli

SEL
Amanda Gonzales

Speech Therapist
Rachel Robinson
Lauren Srock

Learning Specialists
Brianna Eikenberg
Alyssa Willis

Severe Special Needs
Heather Goggin

Office Staff
Principal
Grace Taylor
Asst. Principal
Angela Chambliss
Office Manager
Rebecca Jauregui

Secretary
Jackie Figueroa

Health Aide
Nancie Condello

Community Liaison

Paraeducators
Wendy Allred
Marisa Ceballos
Amy Delaney
Judy Hamai-Delaney
Brandi Hoffman
Candace Jensen
Elaine Mitchell
Angelina Rodriguez
Estela Velez
Tim Weber
Courtney Wilson

Custodial Staff
Head Custodian
Ron Segobiano

Evening Staff
Darwin Burress
Kerri Cabazos

P.E.A.K. Program
Director
Erin Trimble

Staff
Wendy Allred
Isasha Else
Elexa Hernandez
Angelina Rodriguez

Nutrition Services
Manager
Becki Saltzman

Staff
Christina Chavez
Angelica Coronel
Need Resources?

Please contact our Community Liaison at 720-972-5576 if you need help with:
- Housing
- Food
- Technology
- Connecting with your child’s teacher

Scholar Celebration

Students at each grade level will be nominated for their growth and achievement in academic or social emotional areas. They will be recognized on a monthly basis either remotely or in the building depending on district guidelines.
PATHS: Promoting Alternative Thinking Strategies

At North Star, we believe a safe and nurturing environment supports our primary focus - the education of our children. We teach lessons from the PATHS curriculum for the purpose of establishing and maintaining a positive school culture so that all students can focus on learning. Each day a student is selected to be the PATHS Kid of the Day. They receive compliments from peers, teachers, and themselves. Students take their compliment page home to share with you so that you may also share your compliments with them.

The guiding principles of PATHS are:

- Self-control
- Positive self-esteem
- Problem-solving skills

The Learning Path

The Learning Path is a school wide behavior management system used to increase desired learning behaviors in all environments at North Star. All students begin each day on “Balanced and Respectful” and work to stay in the comfortable zone including “Engaged Learner” and “Role Model and Leader”. We realize that sometimes students enter the uncomfortable zone and need a space to calm down in their classroom or another classroom. Once they have a plan, they can return to learning as balanced and respectful.
School Culture

The purpose of school-wide behavioral expectations is to create a positive and welcoming learning environment that promotes student success both socially and academically. In order to prevent misbehavior, we teach positive behaviors on a daily basis until students are independently successful. Behaviors on the Behavioral Expectations Matrix (see below) are taught and practiced throughout the building on a continual basis.

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Hallway</th>
<th>Playground</th>
<th>Cafeteria</th>
<th>Library</th>
<th>Bathrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>We Respect Others</td>
<td>*0-3 Voice Level *STAR *Use kind words</td>
<td>*Walk on the right side *Straight, Silent, Safe</td>
<td>*0-4 Voice Level *Include others *Share equipment *Take turns *Use polite words</td>
<td>*Enter quietly (Level 1 voice) *Talk to people to the left and right of me (Level 2 voice) *Say please and thank you as I am served my food</td>
<td>*0-2 Voice Level *Wait for help *Share books</td>
</tr>
</tbody>
</table>

| We Respect Ourselves                   | *STAR *Have materials ready *Have a positive attitude *Complete my work | *Straight, Silent, Safe | *Play safe *Ask to enter a game *Ask to share equipment *Play within set boundaries | *Keep my food on my tray *Eat my own food *Sit at my classroom table | *Find my book *Complete my work *Ask for help | *Take care of business *Wash and dry my hands *Return to class |

| We Respect the Environment             | *Organize my desk *Keep my area tidy *Pick up the floor | *Look at bulletin boards | *Return equipment *Follow the rules of the game | *Pick up after myself *Wait to be excused to dump my trash *Throw away my trash *Return to my table after I dump my trash/tray *Lunch room helpers clean tables | *Treat books and computers with special care | *Keep feet on ground *Keep water in sink *Throw trash away |

| Voice Levels                           | 0 - Voices Off 1-Whisper 2-Partner Voice 3- Inside Voice 4- Outside Voice |

- **0-3 Voice Level**: Keep voice to a minimum.
- **STAR**: SLongrightarrow noise, talk, or raise hands.
- **0-4 Voice Level**: Keep voice quiet and at a normal level.
- **Include others**: Include others in activities.
- **Share equipment**: Share equipment when needed.
- **Take turns**: Take turns in activities.
- **Use polite words**: Use polite words in communication.
- **Enter quietly**: Enter the room quietly.
- **Talk to people**: Talk to people in a respectful manner.
- **Say please and thank you**: Use please and thank you in conversation.
- **Keep my food**: Keep my food on my tray.
- **Eat my own food**: Eat my own food.
- **Sit at my classroom table**: Sit at my classroom table.
- **Find my book**: Find my book.
- **Complete my work**: Complete my work.
- **Ask for help**: Ask for help.
- **Take care of business**: Take care of business.
- **Wash and dry my hands**: Wash and dry my hands.
- **Return to class**: Return to class.
- **Organize my desk**: Organize my desk.
- **Keep my area tidy**: Keep my area tidy.
- **Pick up the floor**: Pick up the floor.
- **Look at bulletin boards**: Look at bulletin boards.
- **Return equipment**: Return equipment.
- **Follow the rules of the game**: Follow the rules of the game.
- **Pick up after myself**: Pick up after myself.
- **Wait to be excused**: Wait to be excused to dump my trash.
- **Throw away my trash**: Throw away my trash.
- **Return to my table**: Return to my table after I dump my trash/tray.
- **Lunch room helpers**: Lunch room helpers clean tables.
- **Treat books and computers**: Treat books and computers with special care.
- **Keep feet on ground**: Keep feet on ground.
- **Keep water in sink**: Keep water in sink.
- **Throw trash away**: Throw trash away.
Discipline Policies and Procedures

Staff work very hard to teach, model, and practice appropriate behaviors for students. When students misbehave, issues are either handled in the classroom or by administrators.

**Behaviors typically handled in the classroom:**
- Off task behavior not disrupting the learning of others (i.e. playing with an object, not listening to teacher, crawling on floor)
- Moving in class inappropriately (i.e. running in class)
- Low-level disrespect (i.e. eye roll, loud sigh, mumbling below breath, bad attitude, dishonesty)
- Classroom disruption (i.e. whistling, making noises, disrupting learning of others)
- Theft of minor items (i.e. pencils, chips)
- Leaving classroom without permission, refusing to return to classroom after transition, or refusing to stay within eyesight of an adult outside
- Low level aggression (i.e. slamming hand on desk, kicking objects, throwing minor objects, hitting wall) that is not directed at others
- Damage to property (immediately and easily repaired by student)

**Behaviors typically handled by administrators:**
- Overt and/or public defiance (i.e. continuous talking back to teacher, swearing at or arguing with staff)
- Inappropriate physical contact (i.e., fighting, kicking, biting, choking)
- Explosive or threatening behaviors towards others (i.e. throwing items, threatening harm either verbally or with physical motion)
- Destruction of property (not immediately and easily repaired)
- Sexual Harassment
- Possession of dangerous Items (i.e. knife, lighters, matches, laser pointers, drugs)
- Repeated bullying, name calling, racial slurs, teasing
- Repeated use and/or possession of non-approved electronics (cell phone, video game, etc.)
- Repeated swearing and/or obscene gestures over time
- Inappropriate use of technology (i.e. using Chromebook for non-instructional tasks)
- Leaving the building without permission

*Additional information about behavior related to the Adams 12 Five Star Schools Student Code of Conduct is included in the back of this handbook.*
Monitoring Your Child's Progress

Communication between parents and teachers is key to success at school. Parent-Teacher conferences are held twice a year, once in the fall and once in the spring. We look forward to visiting with each of our families at these times! Below you will find the grading standards in each grade level. Parents may also login to Infinite Campus to view their child’s progress. If you ever have questions regarding your child’s progress, please speak to your child’s teacher.

North Star is on a semester attendance/grading period. 1st semester ends on December 17, 2020. The 2nd semester ends on May 27, 2021. Report cards are completed at these two times of the year for grades K-5. *Subject to revision.

All students are graded on their progress toward the Colorado Academic Standards and District Standards using a 1-4 proficiency scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Advanced understanding of the standard.</td>
</tr>
<tr>
<td>3</td>
<td>Meets the standard.</td>
</tr>
<tr>
<td>2</td>
<td>Approaches the standard.</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet the standard.</td>
</tr>
<tr>
<td>/</td>
<td>Insufficient Evidence</td>
</tr>
<tr>
<td></td>
<td>Not assessed.</td>
</tr>
</tbody>
</table>

More information regarding Standards-Based Grading and Reporting can be found on the District website, or feel free to pick up a pamphlet from the front lobby of the school. Additionally, students will bring their report card home in a folder which explains, in depth, the standards for each grade level.

Students are also accountable for and graded on their Scholarly Habits, which are included on the report cards as well. The Scholarly Habits are: Respect, Preparation, Risk taking, Perseverance, Excellence

### District and State Assessments at North Star

Following are the assessments that are used in each grade:

*This does not include assessments that are embedded into the Standards or are part of our classroom expectations.

**Kindergarten**
- MAP: Fall and Spring
- PALS: Fall and Spring
- ACCESS: Winter

**First Grade & Second Grade**
- MAP: Fall and Spring
- PALS: Fall and Spring
- ACCESS: Winter

**Third Grade - Fifth Grade**
- MAP: Fall and Spring
- PALS: Fall and Spring
- ACCESS: Winter
- CMAS: Spring

*Subject to revision*
**Bell Times**
The first bell will ring at 8:05 a.m., allowing students to enter the building. The tardy bell will ring at 8:10 a.m. **Students not in their classrooms at 8:10 a.m. will be marked tardy.**

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**Important**
Your child’s safety is of the utmost importance to us! It is imperative that students are dropped off no earlier than 7:50 a.m. and **picked up no later than 3:00 p.m. (1:45 on Wednesdays).** Adult supervision is only available 10 minutes before and after these times.

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Parent Communication
Please sign up for ClassDojo. This is an app that we use at North Star to update you with school and classroom information.

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Early Departure from School
Students who must leave school during regular school hours must be signed out through the office by a parent or designated adult representative. A child may not be dismissed from their classroom until someone has signed him/her out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day. **We request that you do not pick your students up early because it interrupts instruction.**

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Late Arrival to School
Students who arrive to school late must check in at the office. **If the student is more than 15 minutes late, a parent must accompany them to the office and sign them in.**

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Security & Visitor/Parent Check-In

ALL doors will be locked at all times from the outside. Colorado State Law requires that all parents and visitors sign in at the office upon entering the building.

- Once entering the building, ALL visitors must check in at the office to obtain a visitor pass. You will be asked to wear a visitor pass at all times while in the building.
- Please remember to bring a government issued ID in order to check in at the office.
- Our doors will be unlocked for large student activities and family events, and sign in sheets will be available in the main hallway.

Thank you for your support in keeping our students safe.
Dress Code

District Student Dress Code Policy

In the back of this handbook, you will find specific articles of clothing that are not to be worn to school. Basic guidelines state that students are not permitted to wear:
- Clothing that advocates drug, alcohol, tobacco, violence, religious, racial, or criminal activities

These guidelines are mandated throughout Adams Twelve Five Star School District.

North Star Dress Code

The building dress code is designed to maintain a safe environment and a proper atmosphere for learning. It is assumed that clothing which may be acceptable for younger children would not be appropriate for older students.
- Shorts and skirts must be fingertip length.
- Tops must cover midriff and chest areas.
- Pants should not “sag”.
- Hats, bandanas, and hoods of hoodies may not be worn inside the school.
- Tank tops must have 1” arm straps and may not be low cut (no spaghetti straps).
- No costumes allowed unless it is related to designated spirit day.

**In the event that the NSE dress code is not followed, parents will be notified and asked to bring an appropriate change of clothing.**

P.E. Attire

It is with the safety of all students in mind that we ask your child to wear appropriate footwear and clothing while in P.E.

Sandals, thongs, and high-heeled shoes can be hazardous to your child when doing various activities that are performed in class. Black soled shoes leave a mark and a “sticky” feel to the surface of our floor. If you could possibly avoid these types of footwear on days that your child has gym, it would be greatly appreciated!

Girls wearing dresses are asked to wear shorts under their clothing to protect their privacy. Restrictive clothing is also not advised while in P.E. as this too will impede movement and not allow the student to fully participate in class.
Food At School
Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at https://www.payfort.net. Parents are encouraged to set low balance notifications or auto replenishment at PayFort.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at https://www.myschoolapps.com. Students approved for free or reduced meal benefits receive meals at no cost. In addition, our school has breakfast available free of charge daily to all students, regardless of meal benefits status.

Additional detailed information about Nutrition Services can be found at https://www.adams12.org/departments/nutrition, including current menus, meal prices, free and reduced meal benefits, special dietary needs, and meal charge standard practice.
You may also contact the kitchen manager at 720-972-5571.

Weather
Inclement Weather
During the winter months, please see that your child dresses properly with a coat, hat, mittens, and boots. Students will have outside recess unless the temperature is below 20° (including wind chill) or there is measurable precipitation.

Children will need to participate in outdoor recess unless they have a note from their doctor excusing them.

School Cancellation
Information on emergency school closures is available on the District Website, local television stations and radio stations. Please listen for announcements concerning Adams Twelve Five Star Schools. Please note that school is rarely canceled. The district will not use the auto-dialer system to notify parents.

Lost and Found

Lost and Found
Each year hundreds of articles of clothing are left unclaimed. If your child misplaces an item, we encourage you to look in the lost and found (located in the hallway). Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity.

Valuables at School

Valuables at School
We highly discourage students to bring valuables (and toys) to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school is not responsible for these items.
Communication

If you have a concern, please let us know!

Drop Off and Pick Up Guidelines

Traffic in and around North Star is very congested. Getting our children to and from school safely is our primary goal. It is important for each and every motorist to follow these rules and drive with extreme caution while near the school zone.

1. Only buses are allowed in the bus lane in the front of the school. The parking lot is closed until the buses leave.
2. For morning drop off, drop students off at crosswalk and pull forward. There is no parking in the Hug & Go Zone.
3. There is limited parking space in the front parking lot, please give priority to cars with handicapped stickers.
4. Please make sure to use the crosswalk and have your children use the crosswalk as well.
5. Please do not cross in between buses.
6. Students who do not ride the bus should wait by the wood fence next to the playground.
7. Parking lot gates will be opened after the buses leave.
8. If a student does not get picked up, they will be brought to the office.

No Pets at School

Please keep all pets off of school property during school hours and functions such as Field Day. While a pet is familiar with its owner’s family, it may act differently around an unfamiliar group of students at school. A pet may act aggressively which could injure students. We know our parents care for the safety and welfare of all of our students.

When a conflict or concern arises, North Star staff want to work with you to resolve the issue so that students can focus on learning. Please contact your child’s teacher and/or an administrator by going to the North Star website and clicking on contact us or by calling us at: 720-972-5560. We have a policy of nondiscrimination in relation to race, color, sex, religion, creed, national origin, marital status, sexual orientation and disability. No retaliation can occur against students or family members who voice concerns or file grievances.

Communication between home and school is key to the success for all students at North Star Elementary. This handbook will keep everyone informed of important information during the 2020-2021 school year. We also have a monthly newsletter available on our website: www.northstar.adams12.org on the last day of each month.
District & School Policies

Adams 12 Five Star Schools Choice Policy

Students who live outside the North Star attendance boundaries, or are planning to move outside our boundaries, may apply to stay at North Star for the remainder of their elementary education by filling out a “choice” application. If you do not fill out a choice application, your child will need to attend their “home” school.

These applications are reviewed and approved by the district. The first round for priority consideration runs from December 1 - January 31. The second round runs from February 1 - March 30. In addition to the two deadlines above, in some years a third choice window during the month of August is held for our under-enrolled schools.*

*Dates subject to change, please check Adams 12 Five Star School’s website Adams12.org.

Electronic Devices

We understand that circumstances may arise which warrant the student use of cell phones while traveling to or from school. The student use or possession of cell phones and/or electronic devices is permitted only under the following guidelines: (per Adams 12 Five Star Schools District Policy 5030)

- The cell phone or electronic device is turned “off” or “silent” and stored out of sight.
- The cell phone or electronic devices may not be used in a manner which is potentially unsafe, illegal, or otherwise might violate the District’s code of Conduct for students. Prohibited uses include but are not limited to: using the device to create video or audio recordings of students or staff or take photographs of students and/or staff without their permission.
- Such devices may not be used in any manner which disrupts the academic environment, or otherwise disrupts any school activities or functions.
- If unique conditions exist which require that a student use such devices, on a temporary basis, outside of these guidelines, a written request needs to be submitted to the principal for review and approval.
- Violation of these guidelines will result in appropriate disciplinary action, per District policy.

Under all circumstances, students are personally and solely responsible for the security of their cell phones and/or electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any devices, and will not be responsible for the investigation of such incidents. * For more information regarding the use of cell phones and/or electronic devices, please refer to District Policy 5030 on the District website.
Clinic Information

Children Who Become Ill or Injured
If your child becomes ill or injured at school and needs immediate care, you will be contacted as soon as possible. **It is imperative that the school have your current home, work, and other numbers where we may reach you in the event of an emergency.** The school has no facility to keep ill children for long periods of time. A designated adult must come and sign the child out and accompany him/her home. Your child may not be sent home alone.

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

Medication
If students must take prescription medication during the school day, written instructions and authorization must be provided by the student’s physician. All medications dispensed in the clinic must be in the original container, properly labeled with the name of the pharmacy, patient’s name, doctor’s name, and dosage clearly marked. **ALL MEDICATION MUST BE KEPT IN THE CLINIC.**

We cannot give aspirin, Tylenol, eye drops or other over-the-counter medication, unless prescribed by a physician.

Students may not carry medication of any kind.

Your child may carry only non-medicated cough drops during the school day.

Student Illness
Specific details and updates are provided on the school and district websites.

Birthdays

Birthday Celebrations: A Celebration with Great Choices
We want our students to have healthy choices in how they celebrate their birthdays at school. Students will be provided with a menu of choices to pick from. We ask that parents help their child select one activity from the menu and return it to your child’s teacher.

Birthday Invitations
We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.
Not at School

What Is Bullying? How can you tell?

Joking around:
- Everyone is having fun.
- No one is getting hurt.
- Everyone is participating equally.

Conflict:
- Two people with a balance of power that have a fight, argument, or disagreement.
- A solution can usually be found.
- Both people admit some responsibility.

One time event:
- Someone is being mean on purpose.
- It’s a reaction to a strong emotion or feeling.
- It happens once and doesn’t repeat itself.

Bullying:
- Repeated, unwanted aggressive behavior towards someone.
- There is an imbalance of power
- Someone is being hurt on purpose.
- Can be verbal, physical, or cyber.

To insure everyone’s safety, it is important that parents check their children’s backpacks before they come to school and make sure students don’t bring any unsafe items to school. Some examples of unsafe items that are not allowed at school include:
- Airsoft or any other toy guns
- Pocket knives or any other sharp objects
- Fireworks
- Lighters
- Laser Pointers

For more information about items that are not allowed on school grounds, see District Policy 5100.
A Den of Learners....A Den of Friends
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 Wellness and Nutrition
3. Student Code of Conduct
4. Commonly Requested Information

Readers should be aware that:

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

### LEGAL NOTIFICATIONS

**Notice of Non-Discrimination Under Title VI, Title VII, Title IX, Section 504, Age Discrimination Act, Title II of the Americans 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:

Laura Brownlee, Title IX/Nondiscrimination Compliance Officer
Adams 12 Five Star Schools
1500 East 128th Avenue
Thornton, CO 80241
720-972-4179
laura.r.brownlee@adams12.org

**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) (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.

Rev 05/2020
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:
   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

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

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**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 via the Colorado Division of Criminal Justice’s webpage or the Colorado Department of Education’s webpage.

For additional information, parents may also contact the District’s Security Services Director at 720-972-6174 or the Director of Student Engagement Initiatives at 720-972-4150.

**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 a student has 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:

Student Privacy Policy 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: 720-972-4128.

STUDENT WELLNESS AND NUTRITION

Nutrition Services (District Policy 3700)

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

The 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 requires school districts to serve meals to a child who does not have sufficient funds to purchase one; however, Five Star Schools Nutrition Services has developed a practice to address this issue. Meal charge privileges are at the discretion of Nutrition Services and evaluated on an annual basis. The following standard practices are to be utilized when handling unpaid meal account balances, the collections of delinquent meal payments and uncollectible delinquent debt or bad debt.

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

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

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

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

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

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

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

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

Wellness Policy (District Policy 3720)

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

STUDENT CODE OF CONDUCT

The descriptions below are summaries of more detailed policies. Collectively, these policies comprise the District’s Student Code of Conduct. For complete information please consult the latest version of each District Policy at www.adams12.org. 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:

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 5120.

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, intimidation 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 or Policy 5045 regarding tobacco, nicotine and controlled substance delivery mechanisms.

3.25 Violation of District Policy 5040 regarding drugs, alcohol and 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.
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 parents have specific questions regarding the matrix, please contact the District’s Director of Student Engagement Initiatives at 720-972-4150.

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 explains due process rights students have in relation to student discipline matters. The policy identifies factors that 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 Phones 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 shall be confiscated and the parent shall be notified. The device may be released to the student after the student reviews and signs the policy.

2nd offense. The device shall be confiscated and the parent shall 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 defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of 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 shall be submitted to the Principal in writing. The Principal’s decision regarding such requests shall be final.

Student Use of District Technology and the Internet (District Policy 5035)

District Policy 5035 establishes guidelines for allowable use of District technology and the Internet. Students are responsible for their own use of District computers and computer systems, and should understand that the District may monitor, inspect, copy or review all usage of District technology and the Internet. Students should also understand that they may lose the privilege of accessing the Internet or using District technology for violating appropriate use expectations. Violations of Policy 5035 may also result in disciplinary sanctions including suspension or expulsion for extreme or repeat violations, and may be referred for legal action as warranted.

Examples of prohibited behaviors include but are not limited to accessing, creating or transmitting information that promotes violence, is pornographic or profane, is intended to bully or harass, or is used to cheat. Policy 5035 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. Alcohol, counterfeit drugs and other substances as described in Policy 5040 are also considered controlled substances for purposes of the policy.

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 have the student complete a sobriety assessment within 6 hours of the incident at the parent’s 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.

**Tobacco, Nicotine and Controlled Substance Delivery Mechanisms (District Policy 5045)**

District policy 5045 prohibits the use or possession of any delivery mechanism or device that could be used for the consumption, ingestion, inhalation or application of tobacco or nicotine products or controlled substances on school grounds. This includes without limitation pipes, hookah pens, vaporizers, and electronic cigarettes. Because such devices may be used with either tobacco or nicotine products or with controlled substances, disciplinary consequences more severe than are imposed for tobacco/nicotine products shall be imposed. Furthermore, using, possessing or being under the influence of tobacco, nicotine or controlled substances are separate offenses that may warrant additional discipline as set forth in applicable District Policies.

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

District Policy 5050 prohibits the use or possession of tobacco or nicotine products at school, school activities or events or in any vehicle used by the District. Sanctions for violations of the policy increase in severity for repeat violations. Tobacco is defined as any product that contains tobacco or is derived from tobacco that is intended to be ingested or inhaled by or applied to the skin of an individual. Nicotine is defined as any product that contains nicotine or is derived from nicotine and is intended to be ingested or inhaled by or applied to the skin of an individual. Many secondary schools in the District offer tobacco cessation programs at no-cost to students. Students or parents interested in participation in cessation/education programs should inquire at their school’s counseling office or refer to the Tobacco-Free Procedures.

**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. Tank top straps must be at least one inch (1") wide at the narrowest point;
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; and
5. Shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

- a) spaghetti straps 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 other 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, 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;
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 or gang, or to others who are not members of the group, for the purposes of communicating group affiliation.
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, or intentions to taunt or challenge 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. The typical progression of intervention for violations of Policy 5080 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 Policy 5080 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.

Student Weapons and Dangerous Items in School (District Policy 5100)

Consistent with the District’s obligation to provide a safe and secure environment, District Policy 5100 prohibits students from 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.

Student Bullying, Harassment, Hazing, Intimidation and Threatening Behavior (District Policy 5110)

District Policy 5110 addresses the negative impacts that bullying, harassment, hazing, intimidation and threatening behavior have on student health, welfare and safety and on the learning environment. As defined by Policy 5110, bullying is any written or verbal expression or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional distress. Bullying based upon a student’s race, color, sex, religion, creed, national origin, ancestry, genetic information, sexual orientation, gender identity or disability may constitute discrimination or harassment, which are specifically prohibited by District Policy 8400 (Nondiscrimination/Harassment), a summary of which may be found elsewhere in this handbook.

Students who violate Policy 5110 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.

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

1. Students who believe they have been victims of bullying, harassment, hazing, intimidation or threatening behavior should immediately report the situation to school personnel.
2. Students who witness bullying, harassment, hazing, intimidating or threatening behavior are expected to make reasonable efforts to seek the help of school staff. Failure to report such behavior is detrimental to the school learning environment and may be grounds for disciplinary consequences.
3. School administrators shall ensure that reports of bullying, harassment, hazing, intimidation or threatening behavior are promptly and thoroughly investigated. Administrators are directed to attend to the needs of the victim(s) of the behavior as well as to issue sanctions or interventions as warranted according to policy, and to address broader issues of school culture and climate of which the behavior may be symptomatic.
**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, tobacco, graffiti instrumentation, items suspected of being stolen, and/or

material or items which present an imminent danger of physical harm or illness.

Under conditions specified in Policy 5130, portable breathalyzer testing and searches of automobiles may also be conducted 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; 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 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 action taken to punish a student by spanking or otherwise

physically handling a student in any way to purposefully inflict punishment (as distinguished from the use of physical intervention and restraint in Policy 5150). Permission to administer

corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

**Physical Intervention, Restraint and Seclusion (District Policy 5150)**

District Policy 5150 permits District personnel, acting within the scope of employment, to use physical intervention and restraint as prescribed by the policy. The use of physical

restraint or seclusion as a punitive form of discipline or as a threat to control or gain compliance of a student’s behavior is prohibited. Documentation and parent notification regarding the

use of physical restraint or seclusion shall occur in accordance with Policy 5150.

**COMMONLY REQUESTED INFORMATION**

**Appeals or Grievances**

Students or parents who wish to appeal a decision or discuss a grievance are asked to respectfully address the matter directly to the staff member who made the decision prior to

seeking assistance from the staff member’s supervisor, the principal or from District staff. Questions regarding grades, credits, attendance records or student discipline are best addressed

at the building level.

Board policy 2.1 provides the right to be heard by the Board when internal hearing procedures have been exhausted and the person alleges that Board policy has been violated to

his or her detriment. The policy forbids retaliation against anyone who appeals a decision or files a grievance in a non-disruptive manner.

**Consolidated Billing**

Starting in July 2013, Adams 12 Five Star Schools will generate a monthly consolidated bill to be sent to District families. In the past, families received one bill per student. The

consolidated bill will list all of the students in the household on the same bill. The bill will be e-mailed on the 20th of each month. Bills will be mailed out in October and March of each

year. For more information see [www.adams12.org/consolidated_billing](http://www.adams12.org/consolidated_billing).
Identification (I.D.) Badges (District Policy 5060)
All middle and high school students are required to wear a photo identification badge on lanyards approved by the school. Each school has campus-based policies to address replacement of lost ID’s and lanyards, as well as issues of non-compliance with the policy. Repeat violators of a schools’ ID policy may be subject to discipline sanctions including suspension out of school.

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

Parking and Driving on District Property
Parents and students who drive or park on campus are expected operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, referrals to law enforcement or loss of the privilege of driving on campus. Students may also face discipline sanctions for driving violations on campus that jeopardize the safety of others.

Information about parking fees and regulations for high school students is provided in each high school’s handbook.

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

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

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

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

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

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

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

**Translation Services**

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

**Transportation (District Policy 3600)**

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

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

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

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

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

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

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

Parents and visitors are welcome in District schools or facilities. For the safety of students, staff and visitors, District Policy 1200, Visitors to Schools, provides guidelines regarding school visits. Visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. In some schools scanning software exists to verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents or guardians should be requested and approved by the principal prior to the visit to avoid disruption of the learning environment.

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

Health Services
Adams 12 Five Star Schools provides registered nurses to train, delegate, and monitor various school staff on health procedures needed for students during the school day. The registered nurses also provide consultation to school staff and/or parents on medical concerns and often serve as medical liaisons between schools and outside agencies.

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

For more information about support for students with health needs please refer to the policies referenced or the District Health Services webpage at https://www.adams12.org/departments/health-services.

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

1. All medication given at school must have a medication request form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. These medication request forms are available at school and online at https://www.adams12.org/medications. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.

2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.

3. All medications are kept in a secure area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
   a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention. See your school’s District RN to review and sign Self-carry contract on an annual basis. Self-carry contracts may also be found online at https://www.adams12.org/medications.

4. The health aide or other designated staff will administer prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student’s medication record and initialed by the staff person administering the medication.

5. All unused medication not picked up will be appropriately discarded at the end of the school year.

6. To save time and repeat doctor visits, please have your physician complete or fax a written permission for the school at the time he/she prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

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

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

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

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

Rev 05/2020
IMPORTANT
- School is a child’s work. When they miss too many days of school, they fall behind and struggle to keep up with their classmates. Both excused and unexcused absences will affect their educational growth and progress. We want to work with you to help minimize the number of days your student misses school.

CHILD IS TOO ILL
Your child is too ill to go to school if he/she has any of these signs or symptoms:
- Seems very tired and needs bed rest (this can be common with flu).
- Has vomiting or diarrhea.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has severe pain from earache, headache, sore throat, or recent injury.
- Has yellow or green drainage from eye(s).
- Has rash that is weeping or oozing.
- Has a fever (above 101°F) and any of the above noted symptoms.
- Please refer to the Adams 12 flyer “When is sick too sick for school?” for more information.
- Additional information can be found online at https://www.adams12.org/departments/health-services/should-your-child-stay-home

CONTAGIOUS DISEASE
- Your child should stay home from school if he/she has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, the flu, pertussis, strep throat, scabies, or impetigo. A disease is most often contagious 24 hours before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing is the best way to prevent the spread of germs.
- If your child has a contagious disease, provide the school with a note from your healthcare provider stating when your child can safely return to school. Generally, when your child is fever free (without fever-reducing medicines such as acetaminophen or ibuprofen) they may return to school.
- If an antibiotic medication is prescribed for your child, be sure he/she has taken the medication for at least 24 hours before returning to school.
- Should your child require medication at school, please refer to District Policy (5420) Administration of Medications at School.
- If a child is found to have head lice/untreated nits at school the child will be allowed to remain in school until the end of the school day. Parent(s)/Guardian(s) will be notified and given the option to pick-up their child early should they choose. The child can return to school once treatment is done at home. The child must report to the health office upon returning to have hair checked for the presence of live lice/louse nits.

Immunizations (District Policy 5410)
District Policy 5410 follows Colorado law (Board of Health rule 6 CCR 1009-2) for student immunization requirements. Children who do not meet the immunization requirements may be denied admission to school.
You must provide one of the following to your child’s school upon enrollment:
1. An up-to-date immunization record from your health care provider or a Certificate of Immunization certifying that the student has received school-required immunizations.
2. A medical or non-medical exemption submitted to the school if a student is not fully immunized. Exemption guidance and information are available at www.colorado.gov/vaccineexemption.

For assistance with your child’s health needs or any health questions, please contact your child’s school health office and/or school nurse.

Medicaid School Health Services Program
As a Medicaid provider, Adams 12 Five Star Schools will access Medicaid eligibility information for students enrolled in the Adams 12 Five Star Schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of names, date of birth, and gender will be released to the HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the District billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the Adams 12 Five Star Schools Medicaid office. Parents may revoke their consent at any time, by calling the Medicaid office at 720-972-4790. School Medicaid reimbursement does not affect the family’s other Medicaid benefits in any way.
Parental consent must be obtained under the Family Educational Rights and Privacy Act (FERPA) regulations at 34 CFR part 99 and the IDEA regulations at §300.622 before the school District discloses, for claiming purposes, your child’s personally identifiable information to the agency responsible for the administration of the State’s public benefits or insurance program (e.g., Medicaid). If you refuse to provide consent for the disclosure of personally identifiable information to the agency responsible for the administration of the State’s public benefits or insurance program (e.g., Medicaid), or, if you give consent but then later withdraw consent, that does not relieve the school District of its responsibility to ensure that all required services are provided at no cost to the parents.

Rev 05/2020
Suicide Prevention

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

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

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

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

Vision and Hearing Screening

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

The Student and Family Outreach Program

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

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

If you would like more information please contact us at 720-972-6015 or make a referral online at www.adams12.org/sfop
North Star Elementary
Manual para
Estudiantes/Padres
2020-2021

Teléfonos Importantes

Oficina:  (720) 972-5560
de 7:30 a.m. – 3:30 p.m.
Asistencia:  (720) 972-5578
disponible 24 horas
Fax:  (720) 972-5579
Cafeteria:  (720) 972-5571

Horario de la Escuela
Kinder a 5º grado
8:05 a 3:00 (lunes, martes, jueves y viernes)
8:05 a 1:45 (miércoles)
“Lo más maravilloso del aprendizaje es que nadie te puede quitar lo que aprendiste”. BB King

Estimadas Familias,

¡Bienvenidos al año escolar 2020-2021!

Este manual electrónico incluye una guía sobre una variedad de temas tales como:

- ¿Qué es ClassDojo y cómo puedo inscribirme en ClassDojo?
- ¿A qué hora puedo dejar a mi hijo por la mañana?
- ¿Cuál es el número al que debo llamar si mi hijo/a no puede asistir a clase?
- ¿A quién puedo llamar para obtener ayuda con los recursos?

En North Star, nuestro trabajo es guiado en base a nuestra declaración de la misión:

Cada momento cuenta.
Cada estudiante importa.
Cada estudiante logra.

¡Gracias por todo su apoyo y espero que tenga un gran año!

Atentamente,

Grace Taylor
Directora
Directorio de Empleados

Maestros

Kindergarten
Jill Dupuis
Dana Laurent
Elizabeth Paplow

Primer Grado
Ashley Geddie
Kamrin Goode
Julie Miller

Segundo Grado
Cyndee Blue
Caitlin Duffy
Kendra Pollard

Tercer Grado
Lauren Hafer
Jessica Hillman
Stephanie Gilmore

Cuarto Grado
Marisa Eafanti
Holly Starrett
Regan VanDePol

Quinto Grado
Katy Guinn
Cynthia Oliveras

Especialistas
Arte
Andy Taylor

Especialista de Lectura Digital
Leah Chamberlain

Música
Wendi Coop

Educación Física
Barbara Murphy

Asesores de Instrucción
Ronail Cerullo
Annie Bryson

Especialistas
Linda Mauney

Maestras de ELL
Jamie Newman
Sarah Ramirez
Hilary Thornham

Psicóloga
Ana-Victoria Novelli

SEL
Amanda Gonzales

Terapeuta de Habla
Rachel Robinson
Lauren Srock

Especialistas de Aprendizaje
Brianna Eikenberg
Alyssa Willis

Necesidades Especiales
Heather Goggin

Empleados de la Oficina
Directora
Grace Taylor

Subdirectora
Angela Chambliss

Gerente de la Oficina
Rebecca Jáuregui

Secretaria
Jackie Figueroa

Asistente de Salud
Nancie Condello

Enlace de la Comunidad
Paraeducadores
Wendy Allred
Marisa Ceballos
Amy Delaney
Judy Hamai-Delaney
Brandi Hoffman
Candace Jensen
Elaine Mitchell
Angelina Rodríguez
Estela Vélez
Tim Weber
Courtney Wilson

Conserjes
Supervisor
Ron Segobiano

Empleados en la noche
Darwin Burrell
Kerri Cabazos

Programa de P.E.A.K.
Directora
Erin Trimble

Empleadas
Wendy Allred
Isasha Else
Elexa Hernandez
Angelina Rodriguez

Servicios de Nutrición
Encargada
Becki Saltzman

Empleadas
Christina Chavez
Angelica Coronel
¿Necesita Recursos?

Por favor comuníquese con nuestra Enlace de la Comunidad al 720-972-5576 si necesita ayuda con:
- Alojamiento
- Alimentación
- Tecnología
- Comunicarse con el maestro de su hijo

Celebración del Erudito

Cada mes, ciertos estudiantes de cada nivel de grado serán nominados por su crecimiento y logro en áreas académicas o habilidades emocionales sociales.

Estos estudiantes serán reconocidos mensualmente ya sea a distancia o en el edificio, dependiendo de las directrices del distrito.
PATHS: Promoción de Estrategias de Pensamiento Alternativas

En North Star, creemos que un ambiente seguro y entorno a la crianza, apoya nuestro foco primario - la educación de nuestros estudiantes. Nuestra escuela enseña lecciones del plan de estudios de PATHS con el propósito de establecer y mantener una cultura escolar positiva de modo que todos los estudiantes se puedan concentrar en aprender. Cada día un estudiante es seleccionado para ser el Niño de PATHS del Día, quien recibirá elogios de sus compañeros, maestros, y de sí mismos. Los estudiantes llevan su página del elogios a casa para compartir con usted de modo que también pueda compartir sus elogios con ellos.

Los principios fundamentales de PATHS son:

- Autocontrol
- Un autoestima positivo
- Habilidades de resolución de problemas

La Ruta de Aprendizaje

La Ruta de Aprendizaje es un sistema de gestión de conducta impuesto en toda la escuela, utilizado para aumentar los comportamientos de aprendizaje deseados en todas las circunstancias en North Star. Todos los estudiantes comienzan cada día en "Equilibrado y Respetuoso" y trabajan para permanecer en la zona cómoda incluyendo "Aprendiz Comprometido" y "Modelo a Seguir y Líder". Entendemos que a veces los estudiantes entran en la zona incómoda y necesitan un espacio para calmarse en su aula o en otra aula. Cuando tengan un plan, pueden volver al aprendizaje y ser "equilibrados y respetuosos".
**La Cultura Escolar**

El propósito de expectativas de comportamiento escolar es crear un ambiente de aprendizaje positivo y acogedor que promueve el éxito de los estudiantes tanto académicamente como socialmente. A fin de prevenir el mal comportamiento, enseñamos comportamientos positivos cada día hasta que los estudiantes tienen éxito independientemente. Los comportamientos en la Matriz de Expectativas de Comportamiento (vea abajo) se enseña y se practica en todo el edificio, sobre una base continua.

### Matriz de Expectativas de Comportamiento Escolar

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<td><em>Nivel de Voz 0-3</em></td>
<td><em>Camine en el lado derecho</em></td>
<td><em>Nivel de Voz 0-4</em></td>
<td><em>Entre en silencio (Nivel de Voz 1)</em></td>
<td><em>Nivel de Voz 0-2</em></td>
<td><em>Nivel de Voz 0-1</em></td>
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<td></td>
<td><em>STAR</em></td>
<td><em>Derecho, Callado, Seguro</em></td>
<td><em>Incluya a otros</em></td>
<td><em>Hable con gente a la izquierda y derecha de usted (Nivel de Voz 2)</em></td>
<td><em>Espere ayuda</em></td>
<td><em>Mantenga sus manos, pies, y objetos consigo mismo</em></td>
</tr>
<tr>
<td></td>
<td><em>Use palabras amables</em></td>
<td></td>
<td><em>Comparta equipo</em></td>
<td><em>Diga por favor y gracias cuando le sirvan su comida</em></td>
<td><em>Comparta sus libros</em></td>
<td><em>Tire de la cadena</em></td>
</tr>
<tr>
<td><strong>Nos Respetamos a nosotros mismos</strong></td>
<td><em>STAR</em></td>
<td><em>Derecho, Callado, Seguro</em></td>
<td><em>Juegue seguro</em></td>
<td><em>Mantenga su comida en su Plato</em></td>
<td><em>Encuentre su libro</em></td>
<td><em>Haga lo que tiene que hacer</em></td>
</tr>
<tr>
<td></td>
<td><em>Tenga sus materiales listos</em></td>
<td></td>
<td><em>Pida jugar un juego</em></td>
<td><em>Coma su propia comida</em></td>
<td><em>Complete su tarea</em></td>
<td><em>Lave y séquese sus manos</em></td>
</tr>
<tr>
<td></td>
<td><em>Tenga una actitud positiva</em></td>
<td></td>
<td><em>Pida compartir el equipo</em></td>
<td><em>Siéntese a la mesa con sus compañeros de clase</em></td>
<td><em>Pida ayuda</em></td>
<td><em>Regrese a clase</em></td>
</tr>
<tr>
<td></td>
<td><em>Complete su trabajo</em></td>
<td></td>
<td><em>Juegue dentro de los límites del juego</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Respetamos el medio ambiente</strong></td>
<td><em>Organice su escritorio</em></td>
<td><em>Vea los tableros</em></td>
<td><em>Devuelva el equipo</em></td>
<td><em>Recoja después de terminar de comer</em></td>
<td><em>Trate los libros y computadoras con mucho cuidado</em></td>
<td><em>Mantenga sus pies en el piso</em></td>
</tr>
<tr>
<td></td>
<td><em>Mantenga su área ordenada</em></td>
<td></td>
<td><em>Siga las reglas del juego</em></td>
<td><em>Espere a ser excusado para tirar su basura</em></td>
<td></td>
<td><em>Mantenga el agua en el lavamanos</em></td>
</tr>
<tr>
<td></td>
<td><em>Recoja el piso</em></td>
<td></td>
<td></td>
<td><em>Tire su basura</em></td>
<td></td>
<td><em>Tire su basura</em></td>
</tr>
</tbody>
</table>

**Niveles de Voz**

0 - Voz Apagada  
1 - Susurro  
2 - Voz con Pareja  
3 - Voz Interior  
4 - Voz Exterior
Políticas y Procedimientos de Disciplina

Los empleados trabajan arduamente para enseñar, modelar, y practicar comportamientos apropiados para estudiantes. Cuando los estudiantes se comportan mal, los problemas son manejados en el aula o por administradores.

Comportamientos típicamente manejados en el aula:

- Comportamiento no enfocado en su tarea que no interrumpa el aprendizaje de los demás (es decir, jugar con un objeto, no escuchar a la maestra, arrastrarse en el piso)
- Movimiento inapropiado para la clase (es decir, correr en el aula)
- Nivel bajo de falta de respeto (es decir, poner los ojos en blanco, suspender ruidosamente, murmurar debajo de respiración, mala actitud, ser deshonesto)
- Interrupción de clase (es decir, silbar, hacer ruidos, interrumpir el aprendizaje de los demás)
- Robo de artículos pequeños (es decir lápices, papitas)
- Irse del salón sin permiso, negándose a volver a clase después de la transición, o negarse a permanecer dentro de la supervisión de un adulto
- Bajo nivel de agresión (es decir, golpear con la mano el escritorio, patear objetos, lanzar objetos pequeños, golpear la pared) que no se dirige a los demás
- Daño a propiedad (inmediato y fácilmente reparado por el estudiante)

Comportamientos típicamente manejados por administradores:

- Desafío abierto y/o público (es decir, contestarle mal al maestro, usar malas palabras con el personal)
- Contacto físico inapropiado (es decir, luchar, patear, mor- der y, estrangular a otros)
- Destrucción de propiedad (no inmediato y fácilmente repa- rado)
- Acoso sexual
- Posesión de objetos peligrosos (es decir, cuchillos, encen- dedores, fósforos, punteros láser, drogas).
- Actos repetidos de intimidación, insultos, insultos raciales y burlas
- Uso repetido y/o posesión de dispositivos electrónicos no aprobados (teléfono celular, videojuego, etc.)
- Malas palabras y/o gestos obscenos que se repiten
- Uso Inadecuado de tecnología (es decir utilización de Chromebook para tareas no educacionales)
- Salir del edificio sin permiso

*Información adicional sobre el comportamiento relacionada con el Código de Conducta del Estudiante de Adams 12 Five Star Schools está incluido a revés de esta guía.
Vigilando el Progreso de Su Hijo

La comunicación entre padres y maestros es clave para el éxito de nuestra escuela. Las conferencias de padres y maestros serán llevadas a cabo dos veces al año, en el otoño y la primavera. ¡Esperamos reunirnos con cada una de las familias durante estos días! Abajo encontrarás los estándares en que los niños recibirán sus notas en cada grado. Los padres también pueden visitar Infinite Campus para ver el progreso de sus hijos. Si usted tiene preguntas sobre el progreso de su hijo, hable con el maestro de su hijo.

North Star tiene un sistema de calificación/asistencia semestral. El 1er semestre termina el 17 de diciembre del 2020, el 2do semestre termina el 27 de mayo del 2021. Los reportes de notas son entregados dos veces al año para grados Kinder a 5to. *Sujeto a revisión.

Todos los estudiantes son calificados en su progreso hacia los Estándares Académicos de Colorado y las Normas del Distrito usando una escala de 1-4 grado de competencia:

<table>
<thead>
<tr>
<th>Puntuación</th>
<th>Descripción</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Sobre pasa el estándar.</td>
</tr>
<tr>
<td>3</td>
<td>Proficiente: logra el estándar.</td>
</tr>
<tr>
<td>2</td>
<td>Cerca del Estándar: progresando para lograr el estándar.</td>
</tr>
<tr>
<td>1</td>
<td>Progreso limitado hacia lograr el estándar.</td>
</tr>
<tr>
<td>INS</td>
<td>No hay evidencia suficiente para determinar la puntuación.</td>
</tr>
<tr>
<td>/</td>
<td>No evaluado.</td>
</tr>
</tbody>
</table>

Si desea más información sobre las calificaciones basado en los estándares y presentación de informes, se puede encontrar en el sitio web del Distrito, o no dude en recoger un folleto de el vestíbulo de la escuela. Además, los estudiantes traerán su reporte de notas en una carpeta que explica, en profundidad, los estándares para cada grado. Los estudiantes también son responsables y calificados en sus Hábitos Escolares, que están incluidas en los reportes de notas.

Los Hábitos Escolares son:
Respeto, Preparación, Tomar Riesgos, Perseverancia, Excelencia

Evaluaciones del Estado y Distrito en North Star
Estas son las evaluaciones que se utilizan en cada grado:
Este no incluye las evaluaciones que se son parte de los estándares o que son parte de nuestras expectativas de salón.

**Kinder**
PALS: Otoño y Primavera
ACCESS: Invierno

**Primer Grado y Segundo Grado**
MAP: Otoño y Primavera
PALS: Otoño y Primavera
ACCESS: Invierno

**Tercer Grado - Quinto Grado**
MAP: Otoño y Primavera
PALS: Otoño y Primavera
ACCESS: Invierno

CMAS: Primavera
*Sujeto a revisión
**Información Importante**

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**Horas de Entrada**
La primera campana suena a las 8:05 a.m., y los estudiantes pueden entrar al edificio. La campana tarde suena a las 8:10 a.m. **Estudiantes que no están en clase a las 8:10 a.m. serán marcados tarde.**

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**Seguridad y Registro de Visitantes/Padres**
TODAS las puertas estarán cerradas para el exterior en todo momento. La ley de Colorado requiere que todos los padres y visitantes se registren en la oficina al entrar a la escuela.

- Al entrar al edificio, TODOS los visitantes tendrán que registrarse en la oficina y recibir un pase de visitante. Se le pedirá usar un pase de visitante en todo momento mientras esté en el edificio.
- Por favor, recuerde traer una identificación con foto emitida por el gobierno para poder registrarse en la oficina.
- Nuestras puertas estarán abiertas para actividades de estudiantes y eventos familiares, y las hojas para registrarse estarán disponibles en el pasillo principal.

Gracias por su apoyo para mantener seguros a nuestros estudiantes.

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**IMPORTANTE**
¡La seguridad de su hijo es muy importante para nosotros! Es esencial que los niños no lleguen antes de las 7:50 a.m. y sean recogidos no más tarde de las 3:00 p.m. (1:45 los miércoles). La supervisión por adultos está disponible solamente 10 minutos antes y después de esas horas.

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**Comunicación**
Por favor, inscribarse en ClassDojo. Esta es una aplicación que usamos en North Star para comunicarle información sobre la escuela y el aula.

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**Retirarse Temprano de la Escuela**
Los estudiantes que tienen que salir temprano de la escuela durante las horas de clase tienen que ser registrados fuera por medio de la oficina por el padre o adulto designado. El niño no será despachado de su clase hasta que alguien lo registre en la oficina. Los estudiantes no pueden despacharse para dejar la escuela solos. Los estudiantes participan en la enseñanza hasta el final del día escolar. **Les pedimos que no los recoja antes de tiempo porque interrumpa la instrucción.**

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**Llegando Tarde a la Escuela**
Los estudiantes que llegan tarde a la escuela tienen que registrarse en la oficina. **Si el estudiante llega más de 15 minutos tarde, el padre tiene que acompañarlo a la oficina y registrarlo.**
Código de Vestimenta

**Política del Distrito Código de Vestimenta del Estudiante**

Al final de este manual, usted encontrará artículos específicos sobre la ropa que no puede usarse para la escuela. Normas básicas estipulan que ningún estudiante puede usar:

- Ropa que promueva drogas, alcohol, tabaco, violencia, religión, raza o actividades criminales.

Estas normas son obligatorias en todo el distrito Adams 12.

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**Código de Vestimenta de North Star**

El código de vestimenta de la escuela está diseñado para mantener un ambiente seguro y una atmósfera apropiada para el aprendizaje. Es asumible que la ropa que no es aceptable para los niños más pequeños no será apropiada para los niños más grandes.

- Pantalones cortos y faldas tienen que ser del largo de la punta de los dedos al tener los brazos estirados a los lados del cuerpo
- Las camisas/blusas/camisetas tienen que cubrir el abdomen y el pecho
- Los pantalones no pueden estar demasiado holgados (“sag”)
- Sombreros, pañuelos y capuchas de sudaderas no pueden ser usado dentro de la escuela
- Las camisas de manguillos (Tank tops) tienen que ser de manguillos de 1” y no ser muy escotadas (no manguillos “spaghetti”)
- No se permite usar un disfraz a menos que en un día especificado

**En caso que el código de vestimenta de NSE no sea obedecido, se notificará a los padres y se les pedirá que traigan ropa apropiada para su hijo**

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**Ropa para Educación Física**

Para la seguridad de todos los estudiantes es que pedimos que su hijo use ropa y zapatos apropiados para educación física.

Las sandalias, chanclas, y zapatos de tacón alto pueden ser peligrosas cuando su hijo/hija participa en actividades de la clase. Los zapatos con suelas negras dejan marcas y una sensación pegajosa en el suelo. Si puede evitar este tipo de zapatos los días en que su hijo tiene educación física ¡lo agradeceremos mucho!

Se pide que las niñas con vestido usen pantalona corta debajo del vestido para proteger su privacidad. La ropa restrictiva no es aconsejada para la clase de educación física puesto que restringe el movimiento y no deja que el estudiante participe completamente en clase.
Comida en la Escuela

El Departamento de Servicios de Nutrición de Adams 12 Five Star Schools sirve desayuno y almuerzo todos los días escolares. Además de las comidas, se ofrece una variedad de selecciones de bocadillos a la carta para la compra a costos adicionales. Animamos el prepago para las comidas por medio de dinero en efectivo, cheque o en línea en https://www.payforit.net. Se les anima a los padres a fijar las notificaciones de cuenta baja o fondos automáticos en PayForIt.net para asegurar que hay fondos disponibles para las compras.

Los beneficios de comidas gratis o a precio reducido están disponible a los hogares que califiquen, la solicitud debe ser completada anualmente y puede ser entregada en línea en https://www.myschoolapps.com. Los estudiantes que sean aprobados para los beneficios de comidas gratis o a precio reducido reciben las comidas sin ningún costo. Además, nuestra escuela tiene el desayuno disponible libre de costo diariamente a todos los estudiantes, sin importar el estatus de beneficios para comidas.

Información adicional y detallada sobre Servicios de Nutrición puede ser encontrada en https://www.adams12.org/departments/nutrition, incluyendo los menús, precios de comidas, beneficios de comidas gratis o a precio reducido, necesidades dietéticas especiales, y la práctica estándar para cobrar las comidas. Usted también se puede comunicar con el encargado de la cocina al 720-972-5571.

Tiempo/Clima

Mal Tiempo
Durante los meses de invierno, asegúrese que su hijo se vista apropiadamente con un abrigo, gorra, guantes y botas. Los estudiantes tendrán recreo afuera de la escuela a menos que la temperatura sea menos de 20° (incluyendo la sensación térmica) o si hay mucha precipitación. Los niños tendrán que participar en el recreo exterior a menos que tengan justificación del médico.

Cancelación de Clases
La información sobre cierres escolares de emergencia está disponible en la página web del Distrito, las estaciones locales de TV, y las estaciones de radio. Por favor preste atención a anuncios sobre el distrito de Adams 12 Five Star Schools. Por favor sepa que es raro que se cancelen las clases. El distrito no usará el sistema de llamada automatizada para notificar a los padres.

Objetos Perdidos

Cada año tenemos miles de prendas de vestir sin reclamar. Si su hijo pierde algo, venga y revise los objetos perdidos (están localizados en el pasillo). A menudo es difícil identificar lo que han perdido. Por favor, escriba el nombre de su hijo en abrigos, chaquetas, guantes, etc. Los objetos/ropa no reclamados serán donados a agencias de caridad.

Artículos de Valor en la Escuela

Exhortamos a que los estudiantes no traigan artículos de valor (y juguetes) a la escuela. Los artículos valiosos para una persona pueden ser atractivos para otros y, desafortunadamente, a veces desaparecen. La escuela no es responsable por estos artículos.
Comunicación

¡Déjenos saber si tiene una preocupación!

Cuando surge un conflicto o preocupación, personal de North Star quiere trabajar con usted para resolver el problema para que los estudiantes pueden concentrarse en el aprendizaje. Póngase en contacto con el maestro de su niño y/o un administrador yendo a la pagina web de la escuela en northstar.adams12.org y haga clic en **contactenos** o llamándonos al: 720-972-5560. Tenemos una política de no discriminación en relación con la raza, color, sexo, religión, credo, origen nacional, estado civil, orientación sexual y discapacidad. No puede ocurrir ninguna represalia contra los estudiantes o miembros de la familia que expresan preocupaciones o presentan quejas.


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**Normas para Dejar y Recoger a Estudiantes**

El tránsito en y alrededor de North Star es muy congestionado. Nuestra meta principal es que los niños viajen hacia y desde la escuela de manera segura. Es importante que cada conductor obedezca estas reglas y maneje con extrema precaución mientras está en la zona escolar.

1. Sólo los autobuses están permitidos en el carril en frente de la escuela. El estacionamiento permanecerá cerrado hasta que salgan los autobuses.
2. Para dejar los niños, deje a los estudiantes en el cruce de peatones y continúe conduciendo. Estacionarse no está permitido en la zona de Hug & Go.
3. Hay espacios limitados en el estacionamiento en frente de la escuela, por favor de prioridad a los coches con tarjeta de minusválido.
4. Por favor, asegúrese de utilizar el cruce para peatones y que sus hijos también lo utilicen.
5. Por favor no se cruce entre autobuses.
6. Los alumnos que no viajan en el autobús deben esperar por el cerco de madera al lado del patio de recreo.
7. Las puertas del estacionamiento serán abiertas después que se vayan los autobuses.
8. Si un estudiante no es recogido, será llevado a la oficina.

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**Por favor, mantenga las mascotas lejos de la escuela**

Por favor mantenga todas las mascotas fuera de la propiedad escolar durante el horario escolar y los eventos tales como el Día de Campo. Las mascotas conocen a su propia familia, pero pueden actuar de manera diferente ante un grupo de estudiantes que no reconoce. La mascota pudiera actuar de manera agresiva, y nos preocupa que alguno de nuestros estudiantes pudiera resultar lastimado. Sabemos que los padres se preocupan por el bienestar y la seguridad de nuestros estudiantes.
Políticas Escolares y del Distrito

Adams 12 Five Star Schools
Política de Opción Escolar

Los estudiantes que viven fuera del área de asistencia de North Star, o que van a mudarse fuera del área de asistencia, pueden solicitar quedarse en North Star por el resto de su educación primaria por medio de llenar una solicitud “Choice” (Opción). Si usted no llena una solicitud de Opción, su hijo tendrá que asistir a la escuela que le corresponde a su área de asistencia.

Estas solicitudes son revisadas y aprobadas por el distrito. La primera ronda de prioridad empieza el 1 de diciembre hasta el 31 de enero. La segunda ronda corre del 1 de febrero al 31 de marzo. Además de las dos fechas anteriores, en algunos años una tercera ventana de selección durante el mes de agosto se habrá para nuestras escuelas debajo de matriculados.


Artículos Electrónicos

Entendemos que pueden surgir situaciones en que su hijo necesitará usar el teléfono celular mientras viaja hacia y desde la escuela. El uso o posesión de teléfonos celulares por estudiantes es permitido solamente bajo las siguientes normas: (Política 5030 del Distrito)

- El celular o aparato electrónico está apagado o con timbre en “silencio” y guardados fuera de la vista.
- Los teléfonos celulares y aparatos electrónicos, no pueden usarse de manera que sea potencialmente insegura, ilegal o que de cualquier otra manera viole el Código de Conducta del Distrito para los estudiantes. Los usos prohibidos de los aparatos incluyen, pero no se limitan a: usar para crear videos o grabaciones de sonido de estudiantes y/o empleado para tomar fotografías de estudiantes y/o empleados sin permiso del estudiante y/o empleado.
- Tales aparatos no pueden ser usados de ninguna manera que interrumpa el ambiente educativo u otras actividades escolares.
- Si existen situaciones únicas que requieren que el estudiante use tal aparato de manera temporal o fuera de estas normas, usted necesitará pedirlo por escrito al director de la escuela para revisión y aprobación.
- El violar estas normas resultará en acción disciplinaria apropiada, según la política del Superintendente.

Bajo toda circunstancia, los celulares son de uso personal y los estudiantes son responsables por la seguridad de sus celulares y/o aparatos electrónicos. El Adams 12 Five Star Schools no será responsable por robo, pérdida, o daño de tales aparatos, y no será responsable por investigar tales incidentes. *Para más información sobre el uso de teléfonos celulares y / o dispositivos electrónicos, por favor consulte la Política del Distrito 5030 en el sitio web del Distrito.
Información de la Clínica

Niños Que Se Enferman o Se Lesionan
Si su hijo se enferma o se lesiona en la escuela y necesita cuidado de urgencia, nos comunicaremos con usted lo más pronto posible. Es importante que la escuela tenga los números de teléfono más recientes de su casa, su trabajo, y otros números en que pudiéramos encontrarlo en caso de una emergencia. La escuela no tiene las facilidades para cuidar de un niño enfermo por un largo período de tiempo. Un adulto designado tendrá que venir a recoger al niño, registrarlo en la oficina y acompañarlo a la casa. Su hijo no podrá ser enviado solo a la casa.

Emergencias de Salud en la Escuela
Si su hijo se enferma o lesionar seriamente en la escuela y requiere más cuidados que los que podemos proveer, nos esforzaremos por llamarle a usted inmediatamente al igual que a la ambulancia (911) para tratamiento y/o transportación a la institución apropiada.

Medicamentos
Si su hijo toma medicamentos durante el día, usted tendrá que proporcionar instrucciones escritas y una autorización del médico. Todos los medicamentos tienen que estar en el recipiente original, tener una etiqueta apropiada con el nombre de la farmacia, paciente, médico, y la dosis claramente escrita. TODOS LOS MEDICAMENTOS SERÁN GUARDADOS EN LA CLÍNICA.

No podemos darle a su hijo aspirinas, Tylenol, gotas para los ojos o cualquier otro medicamento, a menos que sea recetado por el médico.

Los estudiantes no pueden portar medicamentos de ningún tipo.

Su hijo/hija solo puede portar pastillas para la tos durante el día escolar sin nota medicas.

Enfermedades de los Estudiantes
Detalles específicos y actualizaciones se proporcionan en los sitios web de la escuela y el distrito.

Cumpleaños

Fiestas de Cumpleaños: Una Celebración con Excelente Opciones
Queremos que nuestros estudiantes tengan opciones saludables en cómo celebrar sus cumpleaños en la escuela. Proporcionaremos un menú de opciones saludables de las que podrán elegir sus estudiantes. Pedimos que los padres ayuden a su hijo a seleccionar una actividad del menú y lo regresen a la maestra de su hijo/hija.

Invitaciones para Cumpleaños
Entendemos que la escuela es el lugar más fácil para distribuir invitaciones para fiestas de cumpleaños; sin embargo, también puede resultar en sentimientos heridos que interrumpen el ambiente educativo. Los estudiantes deben esperar a que las clases terminen antes de distribuir invitaciones.
No en la Escuela

¿Qué es la Intimidación? ¿Cómo puede saber?

**Bromeando:**
- Todos se divierten.
- Nadie está lastimado.
- Todos participan por igual.

**Un solo evento:**
- Alguien es malo a propósito.
- Es una reacción a una fuerte emoción o sentimiento.
- Sucedé una vez y no se repite.

**Conflicto:**
- Dos personas con el mismo balance de poder que tienen una lucha, argumento o desacuerdo.
- Una solución puede ser generalmente encontrada.
- Ambas personas admiten alguna responsabilidad.

**Intimidación:**
- Comportamiento agresivo y repetido hacia una persona.
- Hay un desequilibrio de poder.
- Alguien es lastimado a propósito.
- Puede ser verbal, físico, o virtual.

Para asegurar la seguridad de todos, es importante que los padres revisen las mochilas de sus hijos **antes** de venir a la escuela y asegurarse que los estudiantes no lleven ningún artículo inseguro. **Ejemplos de artículos inseguros que no son permitidos en la escuela incluyen:**

- Airsoft o cualquier otra pistola de jugar
- Navajas de bolsillo o cualquier otro objeto afilado
- Fuegos artificiales
- Encendedores
- Punteros Láser

Para obtener más información sobre artículos que no son permitidos en la escuela, refiérase a la Política 5100 del Distrito.
Una Guarida de Estudiantes...Una Guarida de Amigos