



North Mor Elementary's Student/Parent Handbook

-2018-2019 -

9580 Damon Drive
Northglenn, CO 80260

Main Number: 720-972-5540

Clinic: 720-972-5545

Fax: 720-972-5559

Attendance: 720-972-5558

(Available 24 hours a day!)



ADAMS 12 Five Star Schools
1500 E. 128th Avenue
Thornton, Colorado 80241-2602
(720) 972-4000

BOARD OF EDUCATION

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TRANSLATION SERVICES

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, back to school/open house events, communication regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any

questions regarding this district service.

North Mor Elementary School

Our Vision

We envision North Mor Elementary School as a
WELCOMING, POSITIVE ENVIRONMENT
which emphasizes
ACADEMIC EXCELLENCE
while fostering
SELF-ESTEEM AND MUTUAL RESPECT
among staff, students and community.

Educational Belief Statements

Staff

1. Staff members hold high expectations for their own teaching practices and work collaboratively to encourage each other to achieve their teaching potential.
2. Staff members are capable of learning new ways of providing effective instructional delivery.
3. Staff members are action oriented based on instructional needs.
4. Staff members implement agreed upon guaranteed and viable curriculum (MONDO, EDM 4, SBE, Units of study) to enhance student academics.
5. Staff members are responsible for establishing positive learning conditions that meet the needs of all students.

Students

1. Students who understand how they are doing (based on conferences and feedback) will improve their work.
2. Students need to be held accountable (for behavior, attendance, academics, etc.).
3. Students are aware of lesson goals and objectives.
4. Students have high expectations for themselves and their peers.
5. Students are capable of higher level thinking.

NORTH MOR SCHOOL STAFF & PHONE NUMBERS

Office

Principal	Stephanie Frankenfeld	720-972-5540
Jeanna Costa	Jeanna Costa	720-972-5540
Office Manager	Shay Maestas	720-972-5540
Secretary	Robin Adams	720-972-5540
Health Aide	Angela Bejarano	720-972-5545
Parent Liaison		720-972-3541
Head Custodian	Gilbert Almanza	720-972-5549
Custodian	JR Rodriguez Cruz	

Classroom Teachers

Kindergarten	Felicity Anello	720-972-3551
	Linsey Coryell	720-972-3569
	Holly Maestas	720-972-3570
First Grade	Tonia Beehler	720-972-3558
	Janell Collins	720-972-3560
	Amanda Shuck	720-972-3557
Second Grade	Kay Livingston	720-972-3556
	Kathy Schade	720-972-3561
	Erin Stellich	720-972-3562
Third Grade	Marcia Drogheo	720-972-3568
	Tiffany Stout	720-972-3563
	Carrie Keahey	720-972-3552
Fourth Grade	Cassie Dunnam	720-972-3571
	Lisa Carroll	720-972-3546
	Stephanie Lumley	720-972-3555
Fifth Grade	Jorge Alvarez	720-972-3549
	Erin Brounstein	720-972-3553
	Elizabeth Garlick	720-972-3548

Specials

Art	Danielle Scotland	720-972-3554
Music	Amy Morrill	720-972-3564
PE	Jacob Davis	720-972-3544
Library	Marlene Wichael	720-972-5557

Special Services

ELL	Julie Dickinson	720-972-3547
ELL	Manjiri Dechpande	720-972-6269
Digital Literacy	Vanessa Jackson	720-972-5548
Coach	Dianne McCoy	720-972-3559
SBT	Erin Grisanti	720-972-5546
Speech	Jenni Rael	720-972-3574
Psychologist	Brandi Harris	720-972-3566
Learning Specialist	Courtney Steel	720-972-5547
Learning Specialist	Valerie Miller	720-972-3567
PT	Monique Brewer	720-972-5553
OT	Lu Elgin	720-972-5553

BASE

Director	Brittany Green	720-972-3572/3573
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Preschool

Director	Gina Martinez	720-972-6241
ECT	Vanessa Tenorio	720-972-6242

Cafeteria

Kitchen Manager	Kristi Assadourian	720-972-5550
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NORTH MOR ELEMENTARY - 2018-2019

August 13 th	North Mor Back to School Conferences 12:00 - 7:15pm
August 15 th	Preschool Open House 12:00 – 7:00 pm
September 3 rd	First Day of Classes
September 4 th	NO SCHOOL - Labor Day
September 5 th - 7 th	NO SCHOOL - Elementary Assessment Day
October 1 st	Chopper Toppers (2 nd & 3 rd Grades Only)
October 3 rd	Student Individual Pictures
October 9 th	Official Pupil Count Day
October 11 th	Hearing & Vision Screening
October 12 th	Parent Teacher Conferences 7:15 am - 7:15 pm
October 23 rd	NO SCHOOL - Elementary Work Day
November 7 th	North Mor Night @ Chick-fil-a (104 th & Federal)
November 12 th	Picture Retakes
November 19 th – 23 rd	NO SCHOOL - Veteran's Day
December 6 th	NO SCHOOL - Thanksgiving Break
December 18 th	Winter Fest & Pictures With Santa 5:30 pm
December 21 st – Jan. 4 th	Viking Singers Program 5:30 pm
January 7 th	NO SCHOOL - Winter Break
January 8 th	NO SCHOOL - North Mor Comp Day
January 18 th	Classes resume full day
January 21 st	NO SCHOOL - Elementary Assessment Day
February 13 th	NO SCHOOL - Martin Luther King Day
February 14 th	Parent Teacher Conferences 7:15 am - 7:15 pm
February 15 th	NO SCHOOL - Elementary Work Day
February 18 th	NO SCHOOL - District In-service Day
March 7 th	NO SCHOOL - President's Day
March 25 th – 29 th	Student and Class Picture Day
April 1 st	NO SCHOOL - Spring Break
April 3 rd	NO SCHOOL - North Mor Comp Day
April 10 th	Kindergarten and Fifth Grade Continuation Pictures
May 3 rd	Kindergarten Registration 5:30 - 7:30 p.m.
May 9 th	NO SCHOOL - Elementary Assessment Day
May 10 th	Preschool Family Picnic
May 20 th	NO SCHOOL - Elementary Work Day
May 22 nd	Field Day – 8:00 – 11:00 a.m.
May 23 rd	5 th Grade Continuation 5:30 - 7:30 p.m.
May 23 rd	Kindergarten Celebration 8:30 - 10:00 a.m.
May 23 rd	Last Day of School - ALL Grades



School Hours: Monday, Tuesday, Thursday, Friday
 Grades K-5: 7:35 a.m.-2:30 p.m. (Tardy Bell 7:40)
 Preschool: 7:35 a.m.-10:40 & 11:35-2:30 p.m.

Wednesday
 Grades K-5 7:35 a.m.-1:15 p.m. (Tardy Bell 7:40)
 Preschool No School

Lunch Schedule
 10:40 Kindergarten
 11:00 First Grade
 11:20 Fifth Grade
 11:40 Third Grade
 12:00 Fourth Grade
 12:20 Second Grade

BASE
 Before School 6:30 a.m. – 7:35 a.m.
 After School 2:30 p.m. – 6:00 p.m.
 Wednesday Early Release 1:15 p.m. – 6:00 p.m.



AFTER SCHOOL POLICY

Students are required to go immediately home after school. Teachers desiring to keep children beyond a 10 minute period after school is dismissed will have the child notify the parent beforehand. Students remaining in the building after school will be under the immediate supervision of the teacher who is responsible for detaining them. Emergency contacts will be called for any student that has not been picked up after 20 minutes, primary contacts will be called prior to the emergency contacts. Bussed students will not be detained unless prior arrangements have been made. The Northglenn police department will be called for any student that has not been picked up after one hour past the end of the school day, unless they are part of a supervised activity.

North Mor Attendance Policies and Procedures

Parents are reminded that regular and prompt attendance at school is extremely important. A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. The habit of arriving tardy or leaving early is very disruptive to the whole classroom. All students between the age of six (6) and seventeen (17) are required to enroll in and attend school according to Colorado State Law.

The following policies and procedures are designed to support the district and state guidelines pertaining to student attendance. Please be sure to familiarize yourself with these policies referenced in your District 12 Rights and Responsibilities pages under Student Attendance.

Important Times to Remember

7:35-7:50	Breakfast is served in the classrooms to all students.
7:40	Students are considered tardy.
1:15	Student dismissal time on Wednesdays.
2:30	Student dismissal time on Mondays, Tuesdays, Thursdays, and Fridays.

REPORTING ABSENCES: 720-972-5558

1. It is the parent's responsibility to notify the school attendance line, 720-972-5558, by 8:15 a.m. anytime a student is absent from school. This policy is necessary to account for and ensure the safety and well-being of each student.
2. When calling the attendance line to report an absence, please state the following:
 - child's name
 - grade level
 - teacher's name
 - reason for absence
3. If for some reason you do not call in your child's absence, we do our part by calling your home or office to verify the reason for the absence. If we do not receive a call from you regarding your child's absence and we are unable to reach you in person by phone, your child's absence will be recorded as unexcused. Your child's safety is our primary concern.



Absence/Tardy Definitions

Please review in detail the attendance information shown below:

- Tardies- A tardy is defined as the student entering school or departing a class within 60 minutes of the scheduled start or end time, and is considered a disruption to the learning environment. Instruction begins promptly each day and important learning may be missed when your child is tardy.
- Absences- Two types of absences will be documented; full-day absences and partial-day absences. A *partial absence* is defined as the student entering or departing class sixty (60) or more minutes from the scheduled start or end time of the school day and is considered a disruption to the learning environment.
- School administration will make the decision whether or not an absence is excused or unexcused in accordance with District Policy (Code: 5113, Section 4.0). Submitting documentation for absences (doctor's notes, paperwork from the courthouse, etc.) throughout the year will help your family avoid possible attendance referrals per Colorado State Law / District Attendance Policy.

The following are considered excused absences at North Mor Elementary School:

- Absences caused by illness, injury, or physical, mental and/or emotional disability.
- Family emergencies/hardships.
- Religious observances.
- Requirement of police, court or juvenile authorizes. Documentation from appropriate agencies may be required for extended or excessive absences.

Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Requests for absences to be excused due to vacation or for other non-emergency reasons will be approved at the discretion of school administration. Factors in consideration of such requests shall include the nature of the absence, the student's academic standing, and the student's attendance history. We strongly encourage you to schedule vacations in conjunction with the school calendar. Please be advised that school absences accrued during your vacation time still impact your child's attendance record.

Students who arrive after 7:40 a.m. will be considered tardy and must check in through the office. Students are also considered tardy when they are checked out in the afternoon before the normal school dismissal time. Students arriving after 8:35 a.m. or leaving before 1:30 p.m. will be marked with a partial absence. Please review the Attendance Policy 1.12 regarding student expectations.

Tardies and Early Student Dismissal

Students who arrive after 7:40 a.m. will be considered tardy and must check in through the office. Students are also considered tardy when they are checked out in the afternoon before the normal dismissal time. Students arriving after 8:40 a.m. or leaving before 1:30 p.m. will be marked with a partial absence. Students leaving school prior to regular dismissal time must be signed out of the school by a parent or a person authorized by the parent. No students shall leave the school grounds while school is in session unless they are under the supervision of a certified employee of the district or being checked out by their parent or a parent-authorized adult. Check out at the office is required. Under no circumstances shall a child be released to an adult who does not first appear in the office. The members of the office staff shall exercise all caution to assure themselves that the student is being released to persons authorized to have custody of the child. Students leaving early will be marked as having a partial absence.

In accordance with School District Policy, all parents/guardians are required to show photo identification to pick up students from the office.

Notifying Families of Attendance Concerns

1. Students with an excessive number of excused absences (More than 5 in each semester) may be required to provide a doctor's verification of illness.
2. Parents will be called or notified in writing when a student's absences are deemed to be excessive. They will be encouraged to contact the school. This letter is mandated by district policy and will be sent even when the school is aware of the reasons for the absences.
3. Parents of students who have previously been cited for excessive absences will receive a second written notification and will be encouraged to meet with the building administrative team.
4. When all other measures fail, students may be referred to the district disciplinary attendance officer, or other appropriate intervention options (The LINK, referral to social services, referral to Court, etc.)
5. The following guidelines have been established to help minimize student absences and tardies:
 - 3 absences/ 4 Tardies: Teacher confers with the student
 - 5 absences/ 6 Tardies: Teacher contacts parents to discuss attendance and potential impact on academic performance. (Attendance Concern Letter will need to be signed and returned to school)
 - 7 absences/ 10 Tardies: Administration contacts parents by phone or in person via written correspondence to set up an attendance conference
 - 10 absences/ 14 Tardies: Administration sets up a second attendance conference and develops an attendance contract and potential consequences
 - 11 or more absences/ 14 or more Tardies: Student is referred to the Office of Intervention Services for review

STUDENTS WITH EXCESSIVE TARDIES

Excessive excused tardies are those tardies which occur in such quantity that they affect the academic performance and grades in a significant way. The number of tardies considered excessive shall be determined with reference to a student's overall academic performance and attendance record. When the school has a concern regarding a student's attendance history, one or more of the following may occur:

- A student is considered tardy when they arrive to school after 7:40 a.m.
- Notification of parent/guardian by phone or letter stating our concern
- A conference with the parent/guardian to design and implement an attendance plan
- If the attendance problems continue, referral to the District Attendance Officer and/or other intervention options.
- Students with excessive tardies may also be required to make up missed learning time.

BASE

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

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

For more information about our school's BASE Program contact the BASE Site Director at #720-972-3572.

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

BEHAVIOR & DISCIPLINE

North Mor implements a consistent school-wide policy in which students are responsible for their behavior. This policy incorporates meaningful rewards, logical natural consequences, beginning in the classroom, supported and reinforced by all staff and made clearly known to students and parents.

BULLYING PREVENTION INITIATIVES ** Additional information located in the back of the handbook

School District 12 recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students. District Policy Wording: 2.0 definitions, 2.1 Bullying – Any written or verbal expression or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause and physical, mental, or emotional distress. Bullying is prohibited on school grounds, in a vehicle owned, leased or otherwise used by the district or school, including school buses, at designated school bus stops, or in connection with or at a school-sponsored activity or event. All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and address bullying.

GANG RELATED ACTIVITIES:

** Additional information located in the back of the handbook.

Due to gang-related events in Colorado and in the metropolitan area, school procedures dealing with harassment and intimidation have been examined. It is our belief that gang activity cannot be permitted to establish a foothold at our school. While we cannot control the actions of a few gang members who are off school grounds, we can and will control their impact at school.

It is unfortunate that when you drive in the metro area you can view the graffiti scrawlings of gangs attempting to identify "their" territory. But, what is the most unfortunate aspect of gangs is the impact they have on otherwise decent individuals, their families and their friends. It is critical that students feel safe and protected when they are at school. Fear and intimidation cannot co-exist with a high quality school environment.

Our school has adopted a no-tolerance approach to dealing with gang-related activities. We ask that parents and students talk about appropriate clothing, attitude, and school behavior. If faced with a discipline problem that is gang-related, we will take firm and consistent measures to stop the behavior and we will pursue legal avenues whenever appropriate. Only through joint effort and resistance will the threat of gangs be stopped. Your help and cooperation are needed.

PBIS - School-Wide Positive Behavior Intervention Support

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

- It is a proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges.
- It is an instructional focus where emphasis is placed on
 1. Teaching behavioral expectations directly
 2. Teaching social behaviors like academic skills
 3. Maximizing academic engagement and success
 4. Considering the influence of instructional support
- It uses data to guide intervention and management decisions.

Here at North Mor our PBIS motto is "RULE" which stands for:

R - Respectful and Responsible

U - Use Safe Behavior

L - Listen and Learn

E - Everybody Everyday

Students are taught the expected behaviors outlined on the Viking Rule Matrix for each of the areas in the school. Students will receive recognition for demonstrating positive behaviors throughout the school, and assemblies will be held monthly to formally recognize some students. Classroom teachers may have other rewards and/or consequences related to their classroom expectations.

"Viking Virtues" will supplement our "RULE" motto to further impact positive behaviors in the school. These virtues (in random order) are Perseverance; Positive Attitude; Empathy; Reflective; Critical Thinker; Leadership; Accountability; Advocacy; Risk Taking. These virtues will be taught explicitly to students over the course of the school year through direct instruction in the classroom, supplemented by activities such as counselor presentations and assemblies.

North Mor Vikings "RULE"

What it LOOKS like...	Classrooms	Bathrooms	Lunchroom	Playground	Hallways	Assemblies	Inside Recess
<p>R</p> <p>Respectful & Responsible</p>	<ul style="list-style-type: none"> * Be on task * Be a problem solver * Use appropriate words and voice levels 0-5 * Take care of personal property * Clean up after yourself * Follow the Golden Rule * TLC toward all supplies * Talk when it is your turn 	<ul style="list-style-type: none"> * Use level 0-1 voices * Use a bathroom pass * Respect the privacy of others (No Peeking) * Put trash in the trash cans * Toilet paper goes only in the toilet * Soap only belongs on our hands * Flush the toilet once after use * Shut water off after washing * Turn water on gently 	<ul style="list-style-type: none"> * Use voice level 1 or 2 * Only take a seat for yourself * Eat your own food * Eat at least two items * Practice and use good restaurant manners * Clean up when you are finished eating * Use your utensils and napkins properly ~ not your hands 	<ul style="list-style-type: none"> * Include others and share equipment * Have a plan for play * Problem solve with words and the Peace Place * Walk and line up on time * Use level 0 voices when in line * Ask for help from school adults * Take care of all property 	<ul style="list-style-type: none"> * Zero noise level * Keep hallways clean * Enjoy items on display with your eyes ~ not with your hands * At dismissal bell, exit through specified door 	<ul style="list-style-type: none"> * Be on time * Keep personal space * Use appropriate applause * Classes are dismissed when they are quiet and showing that they are ready 	<ul style="list-style-type: none"> * Stay inside your assigned classroom * Use a pass to go to the bathroom * Play with a 0-2 noise level in the classroom * Follow directions of supervisors with a positive attitude * Follow posted inside recess rules
<p>U</p> <p>Use safe behaviors</p>	<ul style="list-style-type: none"> * Make positive choices * Keep hands, feet, and objects to yourself * Be a peaceful, caring person 	<ul style="list-style-type: none"> * Report any needs and problems to the teacher * Keep water in the sink * Wash and dry hands after use 	<ul style="list-style-type: none"> * Put litter in the trash cans * Stand in line quietly * Worry about your own place in line * Return to the end of the line if you leave your place for any reason * Pour milk carefully and safely into bucket 	<ul style="list-style-type: none"> * Leave snow, snowballs, rocks, sticks on the ground * Chasing, tag, and tackling are not acceptable * Use equipment safely 	<ul style="list-style-type: none"> * Walk - do not run * Walk in a single file line on the right side of the hallway unless changed by your teacher * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Sit criss-cross on bottoms * Hands and feet to yourself 	<ul style="list-style-type: none"> * Make positive, appropriate choices based on teacher specified options * Keep hands, feet, and objects to yourself * Be a peaceful, caring person
<p>L</p> <p>Listen & Learn</p>	<ul style="list-style-type: none"> * Follow directions of all school adults * Have your materials and mind ready for work * Use school items as tools not toys * Produce quality work * Participate * Keep a positive attitude 	<ul style="list-style-type: none"> * Follow the directions of all school adults * Return to classroom quickly 	<ul style="list-style-type: none"> * Follow directions of all school adults * Zero voice level if the lights are dim 	<ul style="list-style-type: none"> * Follow directions of all school adults * If peers ask you to stop a behavior - STOP! * Play on the grass or blacktop areas assigned 	<ul style="list-style-type: none"> * Follow directions of all school adults 	<ul style="list-style-type: none"> * Follow directions of all school adults * Sit in your assigned spot with your eyes toward the presenter * Level 0 voice when administrator is in front of the group 	<ul style="list-style-type: none"> * Follow directions of all school adults * Remember that Gameboys and CD players are not allowed at school
<p>E</p>	<p>EVERYBODY ~ EVERY DAY!</p>						

WHAT CAN YOU DO WHEN THERE ARE PROBLEMS AT SCHOOL?

When problems arise at school, parents don't always know who to talk to first.

Most problems - no matter how difficult - can be resolved in a climate of mutual respect and open communication. Please follow these steps when seeking a solution to a problem or concern.

1. If the problem concerns a specific teacher or a child's performance in a specific grade, please talk with your child's teacher first. You can request a conference and/or communicate your concerns over the telephone or by email.
2. If the problem is not resolved to your satisfaction, the next step is to contact your school administration. When you contact the administration, identify the problem or concern and explain that you have already discussed the situation with the teacher. The principal will then make every effort to get all parties together to solve the problem.
3. If problems are unresolvable at the building level, they can be brought to the district level.

The District has established procedures to ensure that full consideration is given to all parent and community complaints. Ask the school principal for the name of the person to call about your specific concern.
4. If you are still dissatisfied with the response, you may request that your concern be taken to the Mediation Process.
5. Students, families, and community members can be heard by the Board of Education when the internal hearing procedures have been exhausted.

The Mediation Process may be used when an issue is not resolved at the building or district level. However, mediation can also be requested at any point. Mediation must be agreed to by both parties. The Mediation Process involves a facilitator whose purpose is to help two or more parties reach agreement. The facilitator's role is not to make decisions or act in a judgmental manner, but to assist the parties in reaching resolution. Facilitators include parents, community members and staff members who have received training in conflict resolution.

When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child's teacher or school administrator when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the student. The staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solutions. School district policy prohibits retaliation against parents who voice concerns.

BIKES/SCOOTERS/SKATEBOARDS/IN-LINE SKATES

Bicycles and scooters must be parked in the bicycle parking area promptly upon coming to school. It is required that an adequate lock be used to secure the bicycle. Bicycles must be walked on all sidewalk areas in order to respect the rights of pedestrians. Inappropriate use or behavior may result in loss of bicycle and scooter privileges.

NO SKATEBOARDS, HEELY'S (Shoes with retracting wheels) OR IN-LINE SKATES (ROLLER BLADES) ARE ALLOWED IN USE ON SCHOOL PROPERTY AT ANY TIME.

CELL PHONES

Cell phones cannot be turned on or visible during the school day. If a student has a cell phone out and/or is using it, the phone will be taken away and held in the office for a parent to come and pick up. North Mor is not responsible for any loss or damages to any cell phone.

CLASSROOM PROCEDURES

Classroom procedures will be directed by each classroom teacher. These procedures will be communicated through the classroom newsletter and grade level handbooks. Student's cooperation is necessary in order to maintain positive classroom atmosphere. Self-discipline and respect for all are among the best ways to ensure a happy and successful learning experience.

CLINIC

Any student that does not feel well or that is hurt will be sent to the clinic for the health aide to check out. Please see guidelines in the back of the handbook. ALL students who are sent home due to illness must be cleared through the clinic. Students are not allowed to call home from the classroom or use cell phone to call you to come and pick them up. Also, any student medications must be picked up by an adult at the end of the year. NO medications will be sent home with students.

DAILY SCHEDULE/SCHOOL HOURS

North Mor's school hours for the 2018-2019 school year are as follows:

School Hours:	<u>Monday, Tuesday, Thursday, Friday</u>	Grades Kindergarten-5th Preschool	7:35 a.m.-2:30 p.m. 7:35 -10:40 a.m. and 11:35-2:30 p.m.
	<u>Wednesday</u>	Grades Kindergarten-5th Preschool	7:35 a.m.-1:15 p.m. No School
	<u>BASE</u>	Before School After School Wednesday Early Release	6:30 a.m. – 7:45 a.m. 2:30 p.m. – 6:00 p.m. 1:15 p.m. – 6:00 p.m.

Students are not to be on school grounds prior to 7:25 am and after 2:45pm, as there is not adequate supervision. The only exception is for a supervised activity.

DISTRICT ASSESSMENTS

North Mor follows the Adams 12 Five Star Schools district assessment schedule for reading, writing and math. The following grid demonstrates the assessments for all students K-5. North Mor staff members give students other formal and informal assessments for a complete picture of a student's needs and progress. The schedule of assessments may be changed without notice to reflect the most current district and state legal requirements.

	K	1	2	3	4	5
Math	MAP	MAP	MAP	MAP CMAS	MAP CMAS	MAP CMAS
Writing	Writing Sample	Writing Sample	Writing Sample	Writing Sample	Writing Sample CMAS	Writing Sample CMAS
Reading	MAP PALS	MAP PALS	MAP PALS	MAP PALS CMAS	MAP DRA CMAS	MAP DRA CMAS
Science	FOSS	FOSS	FOSS		FOSS	FOSS CMAS
Social Studies					CMAS	

DRESS CODE

** Additional information located in the back of the handbook.

Standards for personal appearance are set by the school, community and in accordance with the Districts Safe School policy. These are standards designed to establish useful and acceptable habits by young students. Students should observe modes of dress, styles of hair and standards of personal grooming which are in conformity with the atmosphere necessary for learning in school. The following regulations pertaining to the dress of girls and boys will be in effect until revision seems necessary.

1. Clothes and appearance must not create a distractive or disruptive situation in the classroom or present a hazard to the student or others.
2. Halter tops, spaghetti straps (less than 1" wide), short shorts or cut-off jeans/denims are not proper school attire.
3. Clothing with obscene or inappropriate messages especially those relating to drugs/alcohol/tobacco are not acceptable.
4. See the Safe Schools Policy in its entirety.

EMERGENCY INFORMATION

CHANGE OF ADDRESS, TELEPHONE, EMERGENCY CONTACT and EMAIL INFORMATION

It is very important that every student's file at the school maintain an up-to-date address, telephone number, and emergency contact. Please notify the school immediately if you have a change of address, telephone number, emergency contact or email during the school year.

DRILLS

Throughout the school year we will practice Fire Drills, Tornado Drills and Lockdown Drills.

SCHOOL CLOSING/STORM SCHEDULE

Should inclement weather or emergency situations occur which would result in the closing of a school or schools in District 12 or an adjustment is necessary to the start or dismissal times of district schools, that information will be announced by local radio and TV stations or through the district text messaging system. Early morning notification is made to the radio and TV stations by district officials by 6:00 a.m. at the latest.

PLEASE DO NOT CALL THE RADIO STATIONS OR THE SCHOOL DISTRICT (this simply could tie up the lines during an emergency situation) BUT LISTEN FOR THE ANNOUNCEMENT on one of the following stations: TV Channels 2, 4, 7, 9; AM Radio Stations KBRQ, KEZW, KHOW, KLZ, KOA; FM Radio Stations KAZY, KBPI, KOAQ, KOSI, KRXY, KWBI, KLTT, KDKO.

1. When the report by school district Risk Manager for School Services indicates a hazardous condition exists, the School District/Designee will announce cancellation of all the district schools or school over the stations listed above.
2. When the report by the Risk Manager for School Services indicates a less serious condition, the School District/Designee may decide to go on a 2hr. (delayed start). This will be announced by the same stations listed above. In essence, a 2hr. delayed start means that all schools' starting times and bus pick up times will be delayed 2 hours from their normal time.
3. If a 2hr. (Delayed Start) is announced, handicap bus routes will run 2 hours later, the same as the above paragraph.
4. During the school day, District/Designee will monitor weather conditions. If it is deemed advisable to implement the 2hr., secondary schools would be notified. Dismissal times for elementary schools would remain the same.
5. With the implementation of the EMERGENCY/STORM SCHEDULE, field trips will be cancelled.

Detailed information for the EMERGENCY/STORM SCHEDULE adjustments will be announced through individual school newsletters in the fall. PLEASE WATCH FOR THESE ANNOUNCEMENTS AND CLIP THEM FROM THE NEWSLETTER FOR HANDY REFERENCE.

When serious storm conditions develop during the day in the area, parents are encouraged to maintain radio contact with the above-listed stations. In addition, parents are urged to formulate contingency plans for their children in the event such an emergency should develop. Arrangements such as a neighbor's house where the children may go or where a key to their own house may be located should be made. PARENTS ARE URGED TO KEEP THEIR PHONE NUMBERS and EMAILS CURRENT WITH THEIR RESPECTIVE SCHOOLS IN CASE OF SUCH EMERGENCIES.

EXTRA-CURRICULAR ACTIVITIES

North Mor has a number of extra-curricular activities which are offered throughout the school year. Students and parents receive information on extra-curricular activities through the school website and flyers sent home by sponsors of activities. Examples of activities that North Mor has offered in past years are: Challenge Club, gymnastics, Viking Singers, floor hockey, Math Olympiad, After School Study Club, cheerleading, cup stacking and Pottery Club. If a student is absent more than ½ of the day of the activity they cannot attend the club. If a student is in-suspended or out of school suspended they are not able to participate for that day(s). It is the parent's responsibility to make arrangements for siblings of students involved in these extra-curricular activities as they may not be left unsupervised during the scheduled times of the activity.

If a student is not picked up at the scheduled end time of the activity they will be given a warning on the first offense, on the second offence they will not be able to participate in any more clubs.. The Northglenn police department will be called for any student that has not been picked up within one hour of the end of the activity.

FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date. Chaperones are expected to give their full attention to the grade level/classroom students they are with. Therefore, no siblings or other children are allowed to go on the school field trip.

Like many other school districts, Adams Twelve has moved to a district-wide Student Field Trip Permission Form. Use of this form by all district schools will provide consistency and protect, to the greatest extent possible, both our students and the district.

These forms are intended to notify parents as completely as possible about the planned activity. The timely return of a permission form

signed by a parent/legal guardian provides the school with the assurance that you know about the activity and what it will entail. Consequently, WE WILL NOT PERMIT A STUDENT TO PARTICIPATE IN A STUDENT ACTIVITY OR FIELD TRIP FOR WHICH A FORM HAS BEEN SENT HOME UNLESS THAT FORM IS RETURNED TO THE SCHOOL BY THE INDICATED DATE WITH THE APPROPRIATE SIGNATURE.

If there is any provision on the form which causes you concern, you are encouraged to call the school office to discuss it. If we cannot resolve the issue to your satisfaction, you may cross out the section which is a problem for you, and return the signed form indicating your awareness of the details of the trip.

HANDICAPPED PARKING SPACES

We have students and adults who need access to handicapped parking spaces. As required by city code, you must display a permit to park in these spaces. Please be considerate of our families who need this service by not parking in these specially designated areas.

HEALTH SERVICES

Health Services, Immunizations and Medications at School

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

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

Illness or Injury 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 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.

Children should typically be kept home if the following symptoms are present. If you have questions, or are unsure of whether to keep your child home from school please consult with your physician, or call your school health aide or district registered nurse.

1. Rashes –Child should stay home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. Vomiting and Diarrhea –Child should stay home until symptom-free for one day.
3. Fever of 100 or more – Child should stay home until fever free for 24 hours.
4. Strep Throat – Child may return after 24 hours of antibiotic treatment and when symptom-free.
5. Common Cold – Keep you child at home if your child is not "feeling well", has a fever, has a lot of nasal discharge, or has a persistent cough.
6. "Pink Eye" (Conjunctivitis) – Child should stay home until physician determines the infection is not contagious.
7. Impetigo – Child should stay home until your physician advises their return.
8. Chicken Pox – Child should stay home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.
9. Persistent Cough – Child should stay home if the cough is persistent or disrupts class.
10. Untreated drainage from a wound, eye or ear infection – Child should stay home until physician advises his or her return.

In general, if you are unsure whether or not to send your child to school, you should keep your child home for a day. Please let the school know any time your child has a communicable disease or serious illness.

Emergency Health Concerns

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.

Head Lice

Head lice are described as an infestation of head hair by adult lice, larvae or nits (eggs). Itching is the main sign. Eggs hatch in one week and are capable of multiplying in two weeks. A special lice shampoo treatment sold at pharmacies helps to kill the nits. After the shampoo treatment it's important to thoroughly comb out the nits from the hair.

Immunizations

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

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

1. An Up-to-Date Certificate of Immunization from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received immunization against communicable diseases as specified by the State Health Department; or

2. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Health Certificate of Immunization:
 - a. medical exemption signed by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health; or
 - b. religious exemption signed by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
 - c. personal exemption signed by parent or guardian or emancipated child that he/she adheres to a personal belief opposed to immunizations.

Medicaid 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.*

Administration of Medications at School

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. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.
3. All medication is kept in a locked area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
 - a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention.
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 or requested to be sent home will be discarded by a registered nurse 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.

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.

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.

HOMEWORK

The purpose of homework is to reinforce classroom instruction. Homework is due on the date assigned by the classroom teacher. In the event of a student's absence, a parent may request assignments. When the call is made by 8:30 a.m., homework can be picked up at the office after 2:30 p.m. that day. Please refer to the district policy Code 6280 on homework.

HUG and GO

School Security, Student Safety and Hug and Go Drop Off:

We will be continuing our HUG and GO Drop Off for parents and students in the front of the building and also in the Kindergarten area. We are asking parents to please give their hugs and say their goodbyes in the car and not walk students all the way into the building. Not because we don't love having you here, but for the safety of our students, it is too difficult to monitor all the different adults entering the building at that time. Our primary goal is to keep all students safe. We have found that it also helps eliminate parking issues. Kindergarten parents can drop off in the morning but must pick up their child in the afternoon. If for some reason you need to go to your child's classroom, you are required to check in the main office with your photo identification and get a visitor's pass. We appreciate your help as we continue this process. ALL Preschoolers will need to be dropped off at their outside doors. Thank you for supporting this procedure and helping us make sure our students are safe and secure.

INTERNET ACCESS

North Mor students in grades 1-5 have the opportunity to become licensed to access educational Internet resources. Internet access packets are distributed to new students enrolling at North Mor. Every student must be individually licensed before they can access Internet educational resources. Students are Internet-licensed after returning the 1) District 12 Contract document, and 2) the North Mor License Card to their classroom teacher. Both documents must be signed by the student and parent/guardian. Students that hold an Internet License will have opportunities for supervised access to educational resources on the Internet via classroom and Technology Lab computers. Students will receive Internet Training through computer lab classes. All student use will be limited to searching for, viewing and retrieving educational materials. (Please see the Internet Contract Packet for additional information related to use policies.)

Parents that do not wish their children to access the educational resources on the Internet may indicate this preference by adding a check mark and their signature on the NO-USE section of the cover letter. Non-Licensed students will not have access to Internet resources.

Internet Access is a privilege.

Students are required to follow District 12 policies and North Mor procedures for acceptable use, failure to do so will result in loss of Internet access.

LAW ENFORCEMENT

For the safety and security of all students and staff, law enforcement may be called in the event that a student or an adult has behaviors that become dangerous or disruptive to the school learning environment. Parents and/or emergency contacts will be contacted also.

LIBRARY MEDIA CENTER

All students, kindergarten through 5th grade, are welcome to check out books. Reference books are available on a short-term basis. There are no fines for overdue books. However, books that are damaged or lost must be paid for.

LOST ARTICLES

A lost and found area is maintained in the school near the student restrooms. Parents, as you visit the school, please check the lost and found area for your child's belongings. After a reasonable period of time, the lost articles which are not claimed will be given to a charitable organization.

Smaller items such as glasses, keys, watches, purses and money are held in the office and may be claimed upon proper description of the lost item. Parents are encouraged to mark items of clothing with the student's name so that the lost articles may be returned to their proper owners.

NUTRITION SERVICES

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

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost. 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 720-972-5550.

PARENT COMMUNICATION

MONDAY FOLDERS

Each Monday throughout the school year, the classroom teacher sends home a communication folder with each student. These folders will contain such things as newsletters, notes, student work, P.E.C. information, etc. Please remove the contents, read them, and then sign your name to indicate that you have received the folder, if necessary. The folder should be returned to school the next day. This is our attempt to maintain home/school communication.

INFORMATION FROM THE PRINCIPAL

A letter from the principal containing general information and items of interest to students and parents, as well as upcoming activities and events will be emailed to families and posted on the school website on a regular basis. Contact the office if you would like a paper copy of the letter sent home with your student. Please make sure your current email is in Infinite Campus so you receive this information.

PHONE COMMUNICATION

We realize that there may be emergency situations which require you to contact your child during the school day. We also believe there is a need to maintain focus on learning within the classroom setting. If you do encounter an emergency situation, please contact the office and they will pass the information onto your child. To avoid disrupting the class, we can not call children to the phone. Students are not allowed to carry cell phones on school property during the school day. Please arrange before and after school transportation and activities with your child before the start of the school day. *STUDENTS MUST RECEIVE PERMISSION FROM THEIR TEACHER TO USE THE TELEPHONE.*

REPORT CARDS / CONFERENCES

Report cards are designed to communicate the progress of students with parents, and are issued following the completion of each semester. Please review your child's report card and contact his/her teacher if you have questions. Parents are asked to attend scheduled appointments with teachers of each of their children regardless of the progress level of the child. These conference times are very valuable to the overall educational program. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

PARKING

The loop near Kindergarten is for loading and unloading only, please do not park or leave cars unattended in the morning. You may park in the Kindergarten loop in the afternoon, please leave room for cars to have drive through ability. Also, there is no parking at any time allowed in the bus loading zone. We have several different buses that come on a daily basis and they need to be able to pull in or out at any given time. Please be aware you may be ticketed for parking in the loading zone.

Also, there is no parking allowed in the a.m. or p.m. in the bus loading zone.

PARTIES

Schools throughout the district may participate in the recognition of such holidays as Halloween, Christmas and Valentine's Day with simple parties for students. Students may observe birthdays with a simple party during the last 15 minutes of their school day or as indicated by your child's grade level, provided that arrangements have been made with the teacher. Please send healthy snacks when possible.

RECESSES

A recess break is provided for all children at their lunch period. Additional recess breaks are at the discretion of the teacher. North Mor policy is that whenever any combination of wind speed and temperature takes the temperature below 20 degrees F with the wind chill, the recess breaks will be inside. Students will also remain inside on days when there is rain. Determination of inside recess is made by the building principal or her designee.

Students are asked to be responsible by wearing appropriate clothing out to all recesses during cold or significantly cool days. Winter clothing usually consists of a warm coat, gloves, hat, scarf, and appropriate boots/shoes. It is important that parents remind their children to take proper clothing to school and wear it during recesses. Teachers will also instruct students to dress properly for recesses. Students may not be permitted to return to the classroom to pick up their coats and other clothing after the beginning of recesses.

READINESS FOR LEARNING

Children vary in their ability to learn. They also vary in their preparation for school. Parents can do a great deal to help their children prepare for school, not just when they begin kindergarten or a new school year, but every day of the year.

HOW PARENTS CAN HELP SPEED THE LEARNING

You can help by:

- Ensuring that your child's health is as good as possible.
- Ensuring that your child gets plenty of sleep and good nutrition.
- Limit time watching TV and playing Video games.
- Ensure that your child is at school, on time, every day.
- Teach your child to listen.
- Establish a set study time for homework.
- Read every night.
- Teach your child, even your preschoolers, to accept responsibility for easy jobs, and then gradually make them more difficult.
- Talk to your child, speaking distinctly, so that he hears the sounds as you speak and learns the meanings of large numbers of words. Encourage your child to speak distinctly and listen to him/her.
- Teach your child to respect adults and authority.
- Encourage your child to talk about his experiences at school.
- Contact anyone in the school staff if you have questions or concerns about your child's behavior or academic progress.

STUDENT REGISTRATION

At the time of registration, the following information is required for new students:

1. Parent/guardian photo ID. Guardians must have proper guardianship forms signed and notarized or a copy of court authorization.
2. If applicable, custody documentation
3. Proof of Residency - - 2 forms of proof of residency are required with the name of the parent(s) and address on the paperwork (current Xcel bill, utility, water, trash, lease, rental or purchase agreement.
 - Online bills should have the utility logo and parent name and address. Families with PO boxes must still show proof of address.
 - When a family informs the school that they have moved from their current address, two forms of proof of residency with the new address on it will be required for their current school to change address.
4. Copy of birth certificate for new students or those entering kindergarten.
5. Copy of Up-to-date immunization record or exemption.
6. If applicable, withdrawal form and most recent report card and/or transcript from previous school.
7. If applicable, IEP or 504 information.

KINDERGARTEN ENTRANCE REQUIREMENTS

Any child who is five years of age on or before October 1st will be eligible to enter kindergarten. It is necessary that each child bring his birth certificate in order to register. A physical examination is recommended for every kindergarten child. A physician's written statement of health is acceptable. Upon completion of the doctor's examination, the form or statement of health should be turned in to the office. All children entering Colorado elementary schools must show proof of immunization to Pertussis, Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella, Haemophilus Influenza type b, Hepatitis B, and Varicella. Exceptions will be made for medical or religious reasons. Verification forms may be obtained at a physician's office, local health departments or local schools.

WITHDRAWING A STUDENT FROM SCHOOL

Parents are to call the office when they are anticipating moving from the North Mor attendance area. The student may bring a note to his teacher at least three days in advance of withdrawal stating where the parents are moving and, when possible, the address of the new school. The student needs to return all library books, textbooks and school materials. A notation follows the student to their new school.

Title I School Parent Involvement Policy - (School Parent Compact)

The Parents and staff at North Mor Elementary School, a Title I school, have developed the following agreement to support improved learning at our school.

POLICY:

The parents and staff at North Mor Elementary School believe improved student performance is everyone's responsibility within our school community. We believe everyone has an important role including staff, the district, parents, families, students, guardians, and community members.

Parents can be involved in their child's education in a variety of ways including:

- Volunteer opportunities and participation in activities
- Staff development and parent education
- Home support for their student's education
- Participation in school decision-making
- Supporting effective communication between the school and parents

School responsibilities:

- Provide effective curriculum and instruction in a supportive environment to help all students meet the state's academic standards.
- Continually involve parents in a meaningful way in all aspects to improve Title I programs, plans and policies.

Regarding the Title I School Parent Involvement Policy, the administration will:

- Implement Title I Parent Involvement Policy
- Involve parents at least once a year in a meaningful way to continually improve the School Parent Involvement Policy.
- Notify parents of the School Parent Involvement Policy in an understandable format and alternate languages when available.
- Make the School Parent Involvement Policy available to community.

Regarding parent meetings, the administration will:

- Hold annual meetings to inform parents of their school's participation in Title I, requirements of Title I, and the right of parents to be involved.
- Inform parents of all meetings and encourage parents to attend. Meetings shall be offered at various convenient dates and times so a majority of parents can attend.

Regarding the Title I School Parent Involvement Policy, the administration will:

- Tell parents about the goals and purpose of Title I, Title I programs at the school, the curriculum used in the programs, the academic tests used to measure student progress, and performance levels students are expected to meet.
- Involve parents in planning, review, and improvement of Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the Title I plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular parent meetings with appropriate staff so parents may give suggestions and ask questions about Title I policies and programs.
- Give timely responses to Parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic tests, the requirements of Title I, how to monitor their student's progress, and how to work with school staff to improve student achievement.

Regarding professional development, the administration will:

- With help from parents, educate teachers, student services staff, principals and others in:
 - Recognizing the value of parent contributions
 - Understanding how to engage, communicate with, and work with parents as partners
 - Implementing and coordinating parent programs
 - Building ties between parents and school

Regarding the coordination with other programs, the administration will:

- To the extent appropriate, coordinate and integrate parent involvement programs and activities with other federally funded programs, preschool programs, and parent resource centers that encourage and support parents in more fully participating in their

student's education.

Administration and staff responsibilities:

- Help parents, as appropriate, to understand topics such as the state's academic content and achievement standards, state and local academic tests, requirements of Title I, monitoring students academic progress and working with school staff to improve student achievement.
- Provide materials and training to help parents work with students to improve achievement.
- Ensure all information about school and parent programs, meetings, and other activities are sent to parents in an understandable format.
- Provide other reasonable support for parental involvement activities as requested by parents.
- Provide access to educational resources for parents to use with students at home.

Staff responsibilities:

- Assist the administration in implementing the Title I Parent Involvement Policy and parent involvement activities.
- Regularly tell parents of student progress.
- Be readily accessible to parents and provide opportunities for parents to meet with them to discuss their student's progress and to participate, as appropriate, in decisions relating to their student's education.
- Meet with parents at least once a year to discuss the Title I Parent Involvement Policy as it relates to the student's achievement.
- Provide opportunities for parents to participate in their student's class and observe classroom activities.

Parent responsibilities:

- Support their students learning at home by:
 - Monitoring attendance
 - Monitoring homework completion
 - Limiting television watching
 - Encouraging good use of extracurricular time
- Volunteer in the classroom
- Participate, as appropriate, in decisions related to student's education
- Participate regularly in school activities
- Actively communicate with school staff about their student's needs and circumstances
- Be aware of and follow rules and regulations of the school and school district

TOBACCO POLICY

The use of tobacco, or nicotine products, or any delivery mechanism or device that could be used for the consumption, ingestion or inhalation of tobacco or nicotine products or controlled substances at any school-sponsored event or activity and/or on all District property, including all District buildings, District grounds, District-owned and leased vehicles, and sites leased by the District, is prohibited. This includes without limitation pipes, hookah pens, vaporizers, and electronic cigarettes. In addition to violating District Policy, such devices compromise the health and well-being of students and staff members, and their use on school grounds is disruptive to the learning environment.

TRANSPORTATION

Bus transportation is a privilege. Any issues that happen on the bus or at the bus stop will be handled through transportation. Student's may be suspended from riding the bus for behavior.

VISITORS

Parents are welcome visitors at school. However, it is suggested visits have specific goals and not be of great duration. That is, come to visit a reading class, math class, etc., but limit the visit to a maximum of 45 minutes. In order to avoid conflicts with conferences, scheduling, planning, substitutes and other contingencies, a call or email to the teacher telling of your intent to visit is required.

ALL ADULT VISITORS INCLUDING PARENTS ARE REQUIRED BY DISTRICT POLICY TO PRESENT A PHOTO ID AND BE SIGNED IN AT THE OFFICE THROUGH THE RAPTOR SYSTEM UPON ENTERING THE BUILDING. This pass should be visible during your visit to help us maintain the safety of your children. Sometimes children are not in their usual room, or they may be taking tests which should not be interrupted. Please confer with the teacher either before or after school. Children in classes are easily distracted by conversation between adults. When leaving the building, return to the office to sign out. Your cooperation is necessary and appreciated.

VISITORS TO SCHOOLS

- 1.0 Parents or guardians are encouraged to visit the schools. All visitors, including parents or guardians, must report to the school office upon arrival.
- 2.0 Anyone who is not a student of the building or staff member of the district acting in the capacity as an employee, must observe the following guidelines, or be asked to leave the building:
 - 2.1 Whenever possible the visit should be scheduled in advance. The teacher and principal reserve the right to reschedule a visit with conflicts.
 - 2.2 In visiting a classroom, parents or guardians must realize that the first responsibility of a teacher is to the students.
 - 2.3 If in the judgment of the school principal or designee, the visitor's presence may have a disruptive effect on the educational program, the principal or designee shall have the authority to deny the visitor access to the school or school site, or the access of the visitor may be restricted in time or place. Visitors shall respect all students' rights to privacy.
 - 2.4 Only principal-approved activities may be conducted by visitors while on school grounds.
- 3.0 Failure to comply with the lawful directions of District officials, District security officers, or any other law enforcement officers acting in performance of duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, shall be against District regulations. Failure to obey such instructions may subject the individual to criminal proceedings applicable under law.

LEGAL REFERENCES

- C.R.S. 22-32-110(2) (A)
- C.R.S. 18-6-109

CROSS REFERENCES

- AD. PROC. 5145 (Individual Rights and Responsibilities)

School District No. 12
Adams County, Colorado

Adopted December 5, 2001

VOLUNTEERS

The staff and students at North Mor consider their parent volunteers as a very special resource. Parents are encouraged to help at school, at home, on a regular basis or for special events. When volunteering, please sign in at the office and pick up a Visitor Pass. We want to keep track of the number of hours donated to the school and in the areas where time was donated.

Adams 12 Five Star Schools

STUDENT/PARENT

HANDBOOK INFORMATION

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

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

Readers should be aware that:

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

LEGAL NOTIFICATIONS

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

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

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

Homeless Students Notification (District Policy 5270)

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but

not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another “school official” in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

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

FERPA Notice for Directory Information (District Policy 5300)

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

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

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

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

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

Student Sex Offenders (District Policy 5900)

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

http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf

OR

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

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

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

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

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

Nutrition Services (District Policy 3700)

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

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

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

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

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

Account Management and Payment Options Prepayment is encouraged via cash, check, or online at payforit.net. 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 NSFS per USDA memorandum SP 47- 2016; therefore, payment for this bad debt balance must come from other sources such as:

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

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

Wellness Policy (District Policy 3720)

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

STUDENT CODE OF CONDUCT

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

Student Code of Conduct (District Policy 5000)

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

District Policy

Code: 5000

STUDENT CODE OF CONDUCT

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

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

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

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

2.0 Definitions.

2.1 School. Refers to any school within the District.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.14 Unsafe operation of a motor vehicle on school property.

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

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

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

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

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

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

3.21 Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.

3.22 Violation of District Policy 5100 regarding dangerous items.

3.23 Violation of District Policy 5100 regarding firearms or dangerous weapons. Expulsion is mandatory for bringing or possessing a firearm at school.

3.24 Violation of District Policy 5050 regarding tobacco.

3.25 Violation of District Policy 5040 regarding controlled substances.

3.26 Violation of District Policy 5650 regarding posting or distributing unauthorized materials on campus.

3.27 Gambling or wagering items of value.

3.28 Lying or knowingly giving false information verbally or in writing to a staff member.

3.29 Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.

3.30 Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.

3.31 Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.

3.32 Failure to report a Condition that puts students or staff at risk of imminent harm.

3.33 Violation of District Policy 5060 regarding dress code.

3.34 Violation of District Policy 5030 regarding cell phones or electronic devices.

3.35 Violation of District Policies 5035 and 8200 regarding use of District technology or the internet.

3.36 Damaging private property of others.

3.37 Willful destruction or defacing of school property.

3.38 Failure to comply with Colorado law regarding immunization requirements in violation of District Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.

3.39 Violation of District Policy 5120 regarding off-campus behavior.

3.40 Violation of District Policies or building regulations not otherwise referenced in this policy.

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

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

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

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

Student Due Process (District Policy 5010)

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

Student Attendance (District Policy 5020)

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

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

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

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

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

In academic settings (classroom, library, labs, etc) electronic devices must be in the "off" or "silent" position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student's individual

education program as determined by school administration or the teacher. Teachers may impose even further restrictions at their discretion in their class.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Tobacco Possession and Use (District Policy 5050)

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

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

Student Dress Code (District Policy 5060)

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

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

The following items or clothing are specifically prohibited:

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

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

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

Uniforms may be required with District approval.

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

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

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

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

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

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

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

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

Violence, Fights and Aggressive Behavior (District Policy 5070)

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

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

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

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

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

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

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

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

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

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

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

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

Student Habitually Disruptive Behavior (District Policy 5090)

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

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

Student Weapons in School (District Policy 5100)

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

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

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

Bullying, Harassment or Threats (District Policy 5110)

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

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

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

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

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

Off-Campus Behavior (District Policy 5120)

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

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

Search and Seizure (District Policy 5130)

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

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

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

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

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

Corporal Punishment (District Policy 5140)

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

Physical Restraint/Seclusion (District Policy 5150)

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

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