**SCHOOL CALENDAR – 2020 – 2021**

**JULY 2020**

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**AUGUST 2020**

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**SEPTEMBER 2020**

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**OCTOBER 2020**

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**NOVEMBER 2020**

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**DECEMBER 2020**

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**F**
- **First Day of School for Students**
  - FS-August 19, 2020 6th morning; 7th-8th afternoon; 9th ONLY
  - FS-August 20, 2020 All Students K-12 Report

**L**
- **Last Day of School for All Students**
  - May 27, 2021

**A**
- **Elementary Assessment Days**
  - September 8, 2020; January 15, 2021
  - May 7, 2021

**W**
- **Elementary School Work Days**  (No School for K-5 Students)
  - October 15, 2020
  - February 10, 2021; May 14, 2021* potential snow day make up

**D**
- **Teacher Duty Days** (No School for All Students)
  - August 12, 14, 18, 2020
  - December 18, 2020
  - May 28, 2021

**C**
- **Teacher Comp Day – All Schools** (No School for All Students)
  - November 23, 2020

**I**
- **District In-service Days – All Schools** (No School for All Students)
  - August 13, and 17, 2020; February 12, 2021

**B**
- **In-Common Release Days – K-8** (No School for K-8 Students)
  - October 16, 2020
  - January 4, 2021; February 11, 2021; March 29, 2021

**Q**
- **Quarters**
  - Days
    - Oct. 16, 2020 42 days
    - Dec. 17, 2020 38 days
    - Mar. 12, 2021 46 days
    - May 27, 2021 49 days

**Pupil Count Window**... September 24 – October 8, 2020

**Calendar Information**
- Registration of New Students...Please Contact Your Local School
- School Year Starts, K-9............August 19, 2020
- School Year Starts, All Students Report............August 20, 2020
- Labor Day..........................September 7, 2020
- Veterans’ Day..............November 11, 2020
- Thanksgiving Break............November 23-27, 2020
- End of First Semester...........December 17, 2020
- Teacher Day-No School All Students...........December 18, 2020
- Winter Break married...........December 21, 2020-January 4, 2021
- High School In-Common Release Day.............January 5, 2021
- All Students Return.............January 5, 2021
- Martin Luther King Day...........January 18, 2021
- Presidents’ Day..............February 15, 2021
- Spring Break........................March 22-26, 2021
- Last Day for Students............May 27, 2021
- Teacher Day........................May 28, 2021
- Memorial Day........................May 31, 2021

**BASE CLOSED**........................August 10-14, 2020

**SUMMER BASE OPEN**..............May 27 – August 7, 2020

**FALL BASE OPEN**.................August 17-18, 2020 Full Day Care

****BASE Locations undergoing construction will open on the first day of school. See school website for more information.

*Subject to Revision

Approved November 15, 2019
Silver Creek School Calendar – 2020-2021

August 14 ....................................................... Class lists posted on front doors of school after 3 pm
August 17 ....................................................... Back To School Night @ 4:00 PM-7:00 PM
August 19 ....................................................... First Day of School
September 7 ..................................................... Labor Day – NO SCHOOL
September 8 ..................................................... Fall Assessment Day – NO SCHOOL

Students will be assigned an assessment time and must attend at their scheduled time only.
This day counts as an attendance day.

September 10 ................................................... Picture Day
October 15 ..................................................... Parent Teacher Conferences. 8:00 am-8:00 pm - NO SCHOOL
                                                Progress Reports given at conferences
October 16 ..................................................... Teacher Work Day – NO SCHOOL
October 16 ..................................................... End of Quarter
October 21 ..................................................... Picture Retake Day
November 11 ................................................... Veterans’ Day – NO SCHOOL
November 23 .................................................. Comp Day for Back To School Night & Fall Conferences – NO SCHOOL
November 24-27 ................................................ Fall Break – NO SCHOOL
December 17 ................................................... End of 1st Semester
December 17 ................................................... Holiday Parties
December 18 ................................................... Teacher Duty Day – NO SCHOOL
December 21 – January 1 .................................... Winter Break – NO SCHOOL
January 4 ...................................................... Teacher Work – NO SCHOOL
January 15 ..................................................... Winter Assessment Day – NO SCHOOL

Students will be assigned an assessment time and must attend at their scheduled time only.
This day counts as an attendance day.

January 18 ..................................................... Martin Luther King Day – NO SCHOOL
February 10 ................................................... Teacher Work Day – NO SCHOOL
February 11 ................................................... Parent Teacher Conferences. 8:00 am-8:00 pm - NO SCHOOL
                                                Progress Reports given at conferences
February 12 ................................................... In-Service Day-NO SCHOOL
February 15 ................................................... President’s Day – NO SCHOOL
February 23 ................................................... Picture Day – Class pictures
March 12 ....................................................... End of 3rd Quarter
March 22-26 ................................................... Spring Break – NO SCHOOL
March 29 ...................................................... Comp Day for Spring Conferences/Parent Night-NO SCHOOL
May 7 .............................................................. Spring Assessment Day – NO SCHOOL

Students will be assigned an assessment time and must attend at their scheduled time only.
This day counts as an attendance day.

May 14 ............................................................. Teacher Work– NO SCHOOL
May 27 ............................................................. Last day of school (Regular dismissal times)

End of 2nd Semester. Report cards sent home with students.

May 28 ............................................................. Teacher Duty Day – NO SCHOOL

❖ IMPORTANT NOTICE: District 12 is continuing a district wide early release day for elementary schools. Silver Creek’s early release day is every Wednesday. School hours for this year for all grades will be 8:05 A.M. to 3:00 P.M. on Monday, Tuesday, Thursday, and Friday and 8:05 A.M. to 1:45 P.M. on Wednesday. All children will need to be picked up promptly at dismissal time.
❖ School Office-720.972.3940 Attendance Line- 720.972.3947 Website: Silvercreek.adams12.org
SILVER CREEK ELEMENTARY SCHOOL
15101 FILLMORE STREET
THORNTON, CO 80602
http://www.silvercreek.adams12.org
www.facebook.com/SOARingSCE
twitter.com/SCE_Principal

IMPORTANT PHONE NUMBERS
School Office........................................... 720-972-3940
Attendance........................................... 720-972-3947
BASE.................................................... 720-972-3986
Fax....................................................... 720-972-3999

SCHOOL HOURS
Monday, Tuesday, Thursday, Friday:
Kindergarten & Grades 1-5 ........... 8:05 a.m. - 3:00 p.m.

Wednesday Early Release:
Kindergarten & Grades 1-5 ......................... 8:05 a.m. - 1:45 p.m.

Office Hours........................................... 7:30 a.m.-3:30 p.m.
BASE-Before School............................... 6:30-7:35 a.m.
BASE-After School................................. 2:30-6:00 p.m.
BASE-Early Release................................. 1:15-6:00 p.m.
SUPERVISION OF STUDENTS

BEFORE:
Silver Creek Elementary students will be allowed to enter their classrooms beginning at 7:55 a.m. All students are to go directly to their classroom. All supervision will take place inside the school. School starts promptly at 8:05 a.m. **PLEASE NOTE** if your child enters class at 8:06 a.m., he/she will be marked tardy. There will be no tardy bell. Also, students are not allowed on school grounds until 7:55 a.m. unless they are in the Before and After School program (BASE) or participating in an extra curricular activity.

AFTER:
After school, students must leave the school grounds promptly when school is dismissed unless they are participating in a school sponsored activity or are in BASE. Parents and caregivers occasionally run into a problem and are unable to pick their child up at dismissal time. The students usually wait in the office until someone is able to pick them up.

STUDENT SAFETY AND EXPECTATIONS

Please assist the Silver Creek staff in providing for the safety of all students by:

- Calling the school attendance line when your child will be late to school or absent. Please call before 8:30 a.m. Parents will be contacted if a student is absent and not excused. Please give the following information when calling the attendance line:
  - Date of absence/tardy
  - Student name and teacher name
  - Who is calling
  - Reason for absence/tardy

- Signing your student out at the office if he/she needs to leave during the school day; authorization to leave school during the day must come from the parent or guardian. Children will not be allowed to walk home alone during the school day. If someone other than the parent or guardian is picking up a student during the school day, the parent/guardian must provide the office staff with the name of the person who is picking up the child. Proper identification will be required before the child is released. If this information is not provided, your child will NOT be released.

- Notifying the school office when you have a change in home, work, or emergency phone numbers.

- Seeing that your child does not arrive at school before 7:55 a.m. and leaves the school grounds promptly when school is dismissed.
Seeing that your child is in their classroom by the 8:05 a.m. bell.
Exercising extreme caution when driving near the school when children are present. Please make this a NO CELL PHONE area and use your blinkers.
Making sure your children are aware of the following expectations and guidelines:
- Students are expected to act appropriately in the hallways (no running, no yelling, etc.) at all times, including after school hours.
- Students are not permitted in the faculty lounge or workroom without staff supervision or permission.
- Gum chewing is not allowed in the classroom, on the playground, within the school building or while attending any school sponsored activity.
- Student cell phones should be turned off and placed in student backpack during the school day.
- Cell phones confiscated during the school day can be picked up in the main office at the end of the day.
- PLEASE READ THE DISTRICT'S POLICIES SECTION AT THE BACK OF THIS BOOK.
- Students are not permitted to write on any part of their body.

AFTER SCHOOL POLICY
1. Students are expected to go directly home after school unless PRIOR arrangements have been made with their parents to stay after school with teachers.
2. By board policy, teachers may keep non-bused children up to 15 minutes after school without prior notice. Parents will be notified beforehand when a teacher wishes to keep a child more than 15 minutes or if the child rides the bus home.
3. Students may not play on playground or equipment before or after school. Students must leave school grounds immediately following dismissal.

ASSIGNMENT OF STUDENTS TO CLASSROOMS
This process begins with the value of maintaining diverse classrooms (classrooms that reflect the diversity of our community and the students we serve). Therefore, the following criteria are used to establish new classrooms:
- gender (boys, girls)
- interpersonal skills (how students interact with peers and adults)
- academic overview in language arts (reading, listening, and writing), the sciences (math, science, social studies), and the arts (art, music, P.E.)
- special needs (gifted and talented, ELL, resource teaching)
- matching learning and teaching styles
The above factors are the major criteria upon which decisions are made. At the end of each school year parents may submit a letter/email to the principal explaining student learning needs that need to be considered for classroom placement for the next school year. Please submit the letter/email by May 1. The current year’s grade level teachers meet first to determine tentative lists. These lists are given to the specialists (learning specialists, speech, social worker, and psychologist), the ELL teachers, and the specials teachers (art, music, science, technology and P.E.) to review and are then given to the principal who makes the final approval. We are aware that even our best efforts to place students in the appropriate classrooms may need to be reviewed. Therefore, we ask you to wait and review your child’s placement in the particular classroom once the child has been in that classroom at least three weeks. During this period of time, students, teachers, and parents will have the opportunity to adjust to new surroundings, procedures and relationships. Then, if specific needs surface, changes will BE CONSIDERED.

ATTENDANCE POLICY

ATTENDANCE NUMBER - 720-972-3947

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.

1. It is the parent’s responsibility to notify the school attendance line, 720-972-3947, any time a student is absent from school or will be late getting to school. Please do so by 8:30 a.m. This policy is necessary to account for and ensure the safety and well-being of each student. It is highly recommended that you provide a doctor’s note to the school if your child is late/absent due to an orthodontic, doctor or dentist visit.

2. Students with an excessive number of excused absences may be required to provide a doctor’s verification of illness.

3. **Parents will be notified in writing when a student’s absences are deemed to be excessive (5 or more per semester).** This letter is mandated by district policy and will be sent even when the school is aware of the reasons for the absences.

4. Parents of students who consistently receive attendance letters will be encouraged to meet with the building administrative team.

5. The school will follow the same procedures for children who exhibit a pattern of absenteeism (ex., every Friday).
6. We strongly encourage you to schedule vacations in conjunction with the school calendar. Please be advised that absences accrued during vacation time still impact your child’s attendance record. Please see code 6.0 under Superintendent Policy Code 5020 on the next page of the handbook.

7. When all other measures fail, students may be referred to the district disciplinary attendance officer, or other appropriate agencies. District intervention may include:

- Truancy Case Management - The Attendance Hearing Officers will broaden their range of responsibilities. They will offer schools earlier interventions with high-need families. Strategies may include some or all of the following:
  - attendance hearings
  - writing of attendance plans/contracts
  - direct communication with involved families
  - follow-up after hearings
  - referral to subsequent discipline or expulsion hearings
  - referral to District 12 Interagency
  - filing of educational neglect reports with Adams County Social Services

- Interagency will offer continued support
- Referral to Social Services
- Court Warning Letter
- Referral to Court by the district’s consulting law firm
- Referral for Expulsion (in the case of secondary students)

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

- 2-3 absences: Teacher confers with the student
- 4-5 absences: Teacher contacts parents to discuss attendance and potential impact on academic performance

The assistant principal will send out attendance letters to students that fall in the Far Below Basic and Below Basic categories. The attendance letters will be sent after every 25 days of instruction. If teachers are concerned with a student’s attendance, talk with the assistant principal. Together a plan can be developed.
# Attendance Achievement by Instructional Day

Maintaining Proficient/Advanced Attendance means having NO MORE THAN 1 absence per every 25 DAYS OF INSTRUCTION.

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<th>Instructional Days</th>
<th>Dates</th>
<th>Far Below Basic</th>
<th>Below Basic</th>
<th>Basic</th>
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<td>8-14</td>
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When students are absent, they will be given any make-up work when they return to school. For each day missed, two days will be granted to complete any missed work. Students who miss school due to a vacation will be given any make-up work when they return to school following the absence.

**Superintendent Policy Code: 5020**

6.0 **Excused Absences**

6.1 Excused absences are defined as absences caused and excused due to one or more of the reasons defined in this section. For an absence to be excused a telephone call or signed note from the custodial parent/legal guardian, medical practitioner(s), or other authorized official must be submitted within two (2) school days of the school day absent. In the case of multiple consecutive absences, the excuse must be submitted within two (2) school days of the last school day absent.

6.2 A verified illness, injury, or physical, mental and/or emotional disability.

6.3 A religious observance generally recognized by an established and bona fide religious organization.

6.4 Absence required by a legal body (court, juvenile authorities or police).

6.5 A family emergency such as a serious illness or death of an immediate family member.

6.6 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 other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if
the student is otherwise meeting academic performance expectations as determined by school administration.
6.7 Student absences for participation in school-sponsored or authorized activities are not considered absences from school.
6.8 Absences due to suspension.
6.9 Acceptable reasons for excused absences may be restricted, or additional documentation may be required beyond the guidelines established in this policy by the building administrator or district attendance officer. Additional documentation requirements typically apply to students with a history of habitual truancy, including students on school attendance contracts or under truancy court orders.
6.10 Parents may excuse up to five (5) absences per semester without documentation. Absences beyond five (5) will be considered unexcused unless proper documentation is provided.

7.0 **Unexcused Absences**
7.1 All absences that are not excused as defined elsewhere in this policy will be considered to be unexcused.
7.2 A student that has four (4) unexcused absences in one (1) month or ten (10) unexcused absences in one month or ten unexcused absences in a calendar year is considered habitually truant. If school and/or district intervention efforts fail, sanctions for habitual truancy may include a referral to the Truancy Court of the 17th Judicial District and/or a referral to a social service agency.
7.3 Students who are on campus but truant from a scheduled class pose a safety and supervision concern. Students on campus but truant who refuse to comply with staff directives to attend class are considered defiant and are subject to sanctions as described in the student discipline policy.

8.0 **Chronic Absenteeism.**
8.1 A student will be considered chronically absent if he or she has missed 10% or more of the days enrolled in the public school year during the school year. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Chronically absent students are subject to school and district attendance interventions.
8.2 In an effort to prevent a student from becoming chronically absent, schools may use attendance teams, District attendance protocol, and/or attendance achievement bands to determine when to intervene.
8.3 Individual student needs and circumstances will be considered in determining appropriate interventions for chronic absence. For students with disabilities, the student's Individual Educational Team or Section 504 Team shall be consulted regarding appropriate interventions.

RE: TARDIES / EARLY DEPARTURE- The habit of arriving tardy or leaving early is very disruptive to the whole classroom. In addition, the student misses important instructional directions. Excessive tardies or early departures may also result in school, district and/or court intervention.

Superintendent Policy Code: 5020

9.0 Tardies and Partial Absences

9.1 A tardy is defined as the student entering or departing a class within 60 minutes of the scheduled start or end time. Excessive tardies may result in consequences at the discretion of school officials.

9.3 A partial absence is defined as a student entering or departing class sixty (60) or more minutes from the scheduled start or end time of the class. Partial absences will be determined to be either excused or unexcused according to the same criteria as all other absences.

9.4 Excessive tardies and partial absences that negatively impacts the student's achievement and/or ability to complete make-up work comparable to in-class activities may result in consequences at the discretion of school officials, and may include the initiation of an attendance contract.

10.0 Attendance Recognition Criteria

Perfect attendance is defined as having no tardies or absences.

PLEASE NOTE: If during the school year you move your residence out of Silver Creek's boundaries, your child/ren may remain at Silver Creek for the remainder of that school year with the following requirements: 1) The parent/guardian must sign a Request for Transfer form. 2) Any excessive absences or tardies may result in being asked to register your child/ren at their home school. 3) Transportation is the responsibility of the parents/guardians.

If a student is checked out for lunch they need to be returned within the allotted 40 minute recess/lunch period. If they are later than 40 minutes, they are counted 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. An early departure is considered an absence and will be noted as either a half or full day absence depending on the departure time.

**PERFECT ATTENDANCE POLICY FOR SILVER CREEK**

Perfect attendance exists only when there are NO absences, partial absences, tardies or early departures.

**MAKEUP WORK**

*Superintendent Policy Code 6281*

**1.0 Excused Absences**

1.1 Make-up work will be provided upon request for a student who has an excused absence. It is the responsibility of the student or parent to request and arrange to obtain make-up work no later than the second school day after returning to class or school from the absence.

1.2 Students shall be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the absences(s).

1.3 Students are eligible to receive full credit for make-up work completed and submitted by dates and times established in this policy or as may otherwise be arranged with the teacher and/or administrator.

1.4 Credit may be denied for make-up work completed after the designated deadline. Credit may be reduced for in-class or group activities missed, such as labs, presentations, or assessments which are not readily able to be completed with comparable make-up assignments and/or without the validity of the assignment being compromised.

Parents may request assignments for a planned absence, but depending on lesson plans, copies, etc. they may not be available until the student returns.
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 #720-972-3986 or https://silvercreek.adams12.org/base.

For more information about our district BASE Programs https://www.adams12.org/programs/base.

BICYCLES, SKATEBOARDS and SCOOTERS

Children are permitted to ride their bikes, skateboards and scooters to school. However, it is the parents’ responsibility to determine if their child has the skill and knowledge to make the journey safely. Students are to walk their bikes, skateboards and scooters at all times when on school grounds. Scooters may NOT be brought into the school. They must be kept on the bike racks. Bike locks must be used within the bike rack as there is no supervision of the bike rack during the day and no liability on the school’s part if a bike or scooter is stolen. We strongly encourage students and their families to walk to and from school each day. This is an excellent way to get a little exercise and also cut down on the traffic near the school.

COLORADO MANDATORY CHILD ABUSE OR NEGLECT

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

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES

The Adams 12 Five Star Schools are public buildings, paid for by public funds. The district is pleased to have buildings used by community organizations when not in use for the educational program. Because usage in the buildings is in high demand, the district has developed a new Community Use Policy and a prioritization of use. The district’s first priority continues to be to serve the educational and program needs of the school and the district. The second in priority are those partners which have contracts with the district called Intergovernmental
Agreements (IGAs). Following education programs and IGAs, the district then provides a fair and equitable way for the district community to have access to use our facilities and fields. To use a district facility you must have a contract with the Community Use Department and scheduling for such use is now done through the district department. The district has also adopted a new fee schedule for rental of facilities and fields. Contact Community Use to schedule a district facility or field or for information regarding the Community Use Program at 720-972-4230. Please refer to Superintendent Policy: Code 1300 for more information.

Uso Comunitario de las Facilidades del Distrito Escolar
Las escuelas del Adams 12 Five Star son edificios públicos, pagados con fondos públicos. Al distrito le complace que organizaciones de la comunidad utilizan los edificios cuando éstos no se estén utilizando para los programas educativos. Debido a la gran demanda para el uso de los edificios, el distrito ha desarrollado la nueva Política para el Uso Comunitario y una prioridad de uso. El primer lugar de prioridad del distrito es el continuar sirviendo los programas para las necesidades educativas de las escuelas y del distrito. El segundo lugar de prioridad es para los asociados que tienen contratos con el distrito llamados Intergovernmental Agreements (Acuerdos Intergubernamentales - IGA, siglas en inglés). Después de los programas educativos y los IGA, el distrito provee maneras justas y equitativas para que la comunidad del distrito tenga acceso a nuestras facilidades y terrenos. Para utilizar alguna facilidad del distrito, usted tiene que comunicarse con el Community Use Department (Departamento para el Uso Comunitario). Este departamento se encarga de programar el uso de las facilidades del distrito. El distrito también adoptó nuevas tarifas para el arrendamiento de sus facilidades y terrenos. Para arrender una facilidad o terreno, o para obtener información respecto al Programa para el Uso Comunitario llamando al 720.972.4230.

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

Each student shall be responsible for their conduct. Where such conduct causes loss or damage to school district property, the school district may seek recovery from the student and/or the parents or guardians. Where such conduct causes damages to/of loss of property to others with the resulting impact on the school or school programs, the school district may pursue appropriate disciplinary action.
1. Fighting, cursing, pushing, putting hands on or otherwise interfering with the well being of others is not permitted.
2. Cigarettes, alcohol, gangs, drug items or paraphernalia, knives, guns, gun shells or any other sharp or dangerous objects are forbidden on school premises and may result in immediate suspension.
3. Students will respect classroom and school rules and will demonstrate respectful behavior towards all adults.
4. Per district policy, if a student has been suspended from school the expectation is that classroom/homework must be completed. For a first suspension, a student will receive full credit; for a second suspension, a student will receive 75% credit; for a third suspension, a student will receive 50% credit; for a fourth suspension, a student will receive no credit for work made up.

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

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

When a child is referred to the office, every effort is made to help the child(ren) to work through the problem and develop good problem solving skills and learn to look at a problem from both sides. Please refer to the district discipline matrix located at the back of this handbook for other possible consequences.
School-Wide Positive Behavior Intervention Support (PBIS)

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

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

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

EAGLE BUCKS: Students may earn eagle bucks when they are "caught" Soaring to Excellence either in the classroom or any other areas of the school.

Students may collect eagle bucks and then go shopping for various items at the Eagle Store when it is open for business.

EAGLE EYES: Eagle Eyes are awarded to an entire class when they are “caught” Soaring to Excellence. Any adult in the building may award an Eagle Eye to a class. Each month, the class with the most Eagle Eyes will earn an extra recess with an administrator.

Positive/Negative Consequences

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

The music, art, and physical education teachers also recognize classrooms for positive behavior.

Eagle Eyes are calculated on a weekly basis and positive recognition is given to each primary and intermediate classroom with the highest Eagle Eye totals for each month.
Negative behavior is typically handled in each classroom. When the behavior is very serious or is a repeated offense, it is handled by an administrator in the office. Possible consequences for inappropriate behavior are listed on the discipline matrix in the back of this handbook.

**School-Wide Clip Chart**

Silver Creek uses a comprehensive, school wide visual cueing system to help monitor daily school behavior. During the first few days of school, teachers and students will discuss, as a class, what it looks like and sounds like to SOAR at Silver Creek (Safe, Organized, positive Attitude, and Respect). The clip chart will be used to monitor SOARING behavior throughout the school. Each child will have their own "clip" that will start at "Ready to Learn" each day. When a student exhibits great choices, they will be able to move their clip up. If a student does not follow the rules or expectations, their clip will move down. This will be a fluid chart and your child will be able to move up or down throughout the day.
<table>
<thead>
<tr>
<th>PBIS</th>
<th>Before/After School</th>
<th>Classroom, Specials, Media Center &amp; Computer Lab</th>
<th>Hallways and Bathroom</th>
<th>Playground</th>
<th>Lunchroom</th>
<th>Assemblies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety</strong></td>
<td>• Hands, feet, and backpacks to yourself</td>
<td>• Use walking feet</td>
<td>• Go to the blacktop</td>
<td>• Use level 1 or 2 inside voice</td>
<td>• Walk in with a zero voice level</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Walk bikes on sidewalks</td>
<td>• Be respectful of others space and belongings</td>
<td>• Leave rocks, sand, and snow on the ground</td>
<td>• Be patient</td>
<td>• Keep hands and feet to yourself</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Leave school grounds immediately after school</td>
<td>• Use a zero voice level when entering or exiting a room</td>
<td>• Tackling and tag games are not allowed</td>
<td>• Eat your food</td>
<td>• Keep aisles clear</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Leave sand, rocks, grass and snow on the ground</td>
<td></td>
<td>• Twisting and jumping off of the swings is not allowed</td>
<td>• Dismiss by tables</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Organized</strong></td>
<td>• Keep your backpack on your back</td>
<td>• Be prepared to learn</td>
<td>• Line up quickly and quietly</td>
<td>• Sit flat, with legs crossed, and hands in your lap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Walk-in students enter through main entrance</td>
<td>• Complete all assignments to the best of your ability</td>
<td>• Enter the building with a zero voice level</td>
<td>• Walk in with a zero voice level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bus students enter through northwest cafeteria entrance</td>
<td>• Follow directions</td>
<td>• Put equipment where it belongs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
<td>• Come to school ready to learn</td>
<td>• Be positive and productive</td>
<td>• Follow game and equipment rules</td>
<td>• Be quiet, attentive, and respectful</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be where you need to be, when you need to be there</td>
<td>• Use appropriate voice levels</td>
<td>• Include everyone and have fun</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Allow everyone to participate</td>
<td>• Take turns and share</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Be a good sport and citizen</td>
<td>• Take care of the equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Be helpful and supportive of others</td>
<td>• Problem solve with your words</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Play fair and be a good sport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td>• Use manners with your classmates</td>
<td>• Be ready to learn</td>
<td>• Show adults and peers respect</td>
<td>• Clean up after yourself</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Listen to adults</td>
<td>• Be a good listener</td>
<td>• Line up quickly and quietly when bell rings</td>
<td>• Use the trash can</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Acknowledge an adult who speaks to you</td>
<td>• Take care of equipment and materials</td>
<td>• Keep hands and feet to yourself</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow directions</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

15
Bullying Policy

Silver Creek Elementary supports a secure school climate, conducive to teaching and learning that is free from any type of bullying. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

According to the Center for the Study and Prevention of Violence, bullying is when:

- A student is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Such negative actions include intentionally inflicting, or attempting to inflict, injury or discomfort upon another. These behaviors can be carried out physically (e.g. hitting, kicking, pushing, choking), verbally (e.g. by calling names, threatening, taunting, malicious teasing, spreading nasty rumors), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group. Bullying is thus characterized by the following three criteria: (a) it is aggressive behavior or intentional "harmdoing"; (b) it is carried out repeatedly over time; and (c) it occurs within an interpersonal relationship characterized by an imbalance of power.

Recognizing that bullying has a negative impact on students and the learning environment, it is the policy of Silver Creek that any student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur at Silver Creek Elementary. Toward this end:

- All students who believe they have been victims of bullying shall immediately report it to an administrator or teacher at the school.
- All students who witness student bullying shall immediately report it to an administrator, teacher or staff member at the school.
- All administrators, teachers, and staff at Silver Creek Elementary who have any incident of bullying reported to them shall promptly forward the report(s) to the principal.
- All administrators, teachers, and staff who witness student bullying shall immediately take appropriate action to stop the bullying and shall report the bullying to the principal for appropriate action.

In addition, the principal shall consider other actions which may be appropriate in response to student bullying, including but not limited to:
- Holding assemblies and implementing programs to create a school atmosphere where bullying is not tolerated and encourage students to immediately report incidences of bullying.
- Training staff and students in taking pro-active steps to prevent bullying from occurring.
- Develop peer support networks, social skills, and confidence for all students.
- Recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

**DRESS CODE AT SILVER CREEK**

The general standards of appearance for students are that they be clean, neat and properly dressed. Appropriate clothing helps remind students that school is a place for learning and that proper behavior and attention to studies are reasonable expectations. By Superintendent Policy (code 5060) restrictions upon freedom of student dress will be imposed at the discretion of the principal whenever the mode of dress in question is: 1) unsafe for student or those around him/her or 2) destructive to school property, disruptive to school operations or interferes with the education process in general. Students are now allowed to wear professional sports attire. Halter tops, crop tops, tank tops, mesh tops, spaghetti straps, short shorts, mini-skirts or cut or frayed sleeves or collars will not be allowed at Silver Creek. A general rule of thumb on sleeveless tops is that the shoulder strap must extend from the collarbone to the edge of the shoulder. Shorts are acceptable as long as the hem comes to the wearer's extended fingertips. In cold weather hats are acceptable, but they are not allowed to be worn in the building. For extended time, in direct sunlight, such as field trips or field days, hats are also allowed. Students should not come to school with colored hair or body piercings other than pierced ears and **NO COSTUMES or parts of a costume** at anytime. (Please see related information regarding dress codes in the district addendum in the back of this handbook.) Parents, siblings and other family members are expected to follow the district dress code on school grounds and at school functions.

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

The physical education program and recess activities have many educational, healthful and social values. Therefore, the Health Services Department recommends that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely do so. Written requests to keep children from participating in P.E. will be honored for one day. A doctor's note is required if additional days are needed.
EXTRACURRICULAR ACTIVITIES & ADDITIONAL PROGRAMS

- Some of the extracurricular activities we may offer are Student Leadership Club, tutoring, choir, after school sports, Art Club, Green Team, and musicals.
- Students who participate in extracurricular activities, i.e., athletics, are subject to all Board Policies and Procedures which address student discipline and rules of conduct.
- Students who participate in extracurricular activities must be notified that all district and school policies and procedures that relate to student conduct, discipline, and consequences are applicable.
- Schools and/or activities may adopt additional disciplinary measures and rules of conduct that they deem appropriate, given the nature of the activity, i.e., Student Leadership Club.

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

FIELD TRIP GUIDELINES

All district rules and procedures will be followed according to board policy and volunteers will be required to be familiar with these guidelines. There will be sign up sheets at our Open House. Teachers will select volunteers on an equitable basis, dispersing the opportunity among as many parents as possible. If a parent is not selected for this particular field trip they are asked to NOT show up at the field trip venue. This is very disruptive to the educational nature of the field trip and creates confusion for the teacher and students. Volunteers/ are responsible for the safety of all children assigned to their group and are responsible for making sure all students get their snacks, drinks and lunches on the field trip. Only registered Silver Creek students, in that particular grade level, will be allowed to attend the field trip. All students attending the field trip will be dismissed from school grounds and will not be allowed to leave from the field trip location unless arrangements have been made with the administrator and teacher prior to the day of the field trip. All participants must be back to the bus at the designated time so that buses can return on schedule. Younger siblings may not attend with a parent who is supervising a group of children from the school. Parents are expected to follow the Safe Schools Policy for dress when serving as a representative of the school on a field trip. Parent volunteers are expected to follow the district's Tobacco, Nicotine and Controlled Substance Delivery Mechanisms (code: 5045) and Tobacco Policy (code: 5050) which states that tobacco products and delivery devices are prohibited at any school-sponsored event or activity. This policy applies to all students, employees, and members of the public. All parents must be checked in through the Raptor System prior to the field trip.
FIRE, TORNADO, AND LOCKDOWN DRILLS
Each room is equipped with instructions for procedures to follow during fire or tornado drills. During these drills the students should follow the directions given by the teacher and behave in an orderly manner. The teacher is responsible for giving complete directions to be followed during these drills. Silver Creek is mandated by the state to conduct 1 fire drill per month and 2 lockdown & tornado/severe weather drills per year.

GIFTED/TALENTED
At Silver Creek, we view all of our students as gifted and talented! Each student has unique strengths and we intend to build on those strengths in every classroom. Using assessment data and other criteria, teachers will identify areas of strength and areas for growth for each student. Instructional plans will be created to meet the varying needs of students.

Students will receive extension/enrichment opportunities within each grade level, based on their specific needs. Our goal is to enhance student learning and strengthen students' understanding of concepts in all content areas, but especially in areas where students have shown significant strengths.

Students performing two years above grade level may also be formally tested to determine their level of gifted ability. Formal gifted and talented identification will be determined using a body of evidence. This body of evidence includes a cognitive test such as the CoGat, trend data showing performance at or above the 95th percentile, academic achievement and parent/teacher information. In addition, every second grade student will be given a screener that will help identify possible gifted students in the primary grades. Students meeting the criteria for G/T designation as determined by the district will have an individualized learning plan created by the classroom teacher, with input from the G/T coordinator, parents, and the student.

HOLIDAY ACTIVITIES & BIRTHDAY CELEBRATIONS
During the school year we may incorporate some of our teaching activities with the holidays (i.e., Halloween, Thanksgiving etc.). If you and your family have some philosophical/religious reason why you would like your child not to participate in these activities, please feel free to contact your child's teacher prior to the event. The teacher will make every attempt to provide an alternative activity for your child. Also, regarding veneration of the United States flag, if you have philosophical reasons and prefer that your child not participate, please notify the teacher. Silver Creek Elementary does not have Halloween parties. No costumes or parts of costumes are allowed.
Although we recognize the significance of a child’s birthday, birthday celebrations at school may impact 15 minutes or less of instructional time. Parents wishing to send in treats for a child’s birthday must provide the treats, plates, utensils, etc. for the classroom teacher. Please be sure to check with your child’s teacher as some grade levels do not allow food. Parents must work with the classroom teacher to determine an appropriate time to distribute any treats. Per the Superintendent Wellness Policy, any food or drink items brought into the school need to meet the school’s wellness policies.

**Superintendent Policy**

**WELLNESS POLICY**

Adams 12 Five Star Schools is committed to providing a coordinated Whole Child approach to wellness that promotes proper nutrition, regular physical activity, and the development of social, emotional and mental health skills as part of the total learning environment. To achieve this, the District shall strive to create an environment that supports the whole child by meeting the goals outlined in this policy. Clarification and guidance to help support the implementation of each goal can be found in the Wellness Policy Guidelines on the District website.

1.1 **Goal Number 1.** The District will provide a learning environment for developing and practicing lifelong healthy behaviors.

   1.1.1 The school environment shall be designed to positively influence a student’s understanding, beliefs and habits as they relate to health, nutrition, physical activity, and mental health. This includes providing support for mental health services and health services related to other District policies and procedures.

   1.1.2 The District wellness team will work to provide wellness resources that support students and staff participation in health promotion programs and support implementation of strategies to promote healthy eating, nutrition education, nutrition promotion, physical activity, social/emotional learning, and positive mental health behaviors.

1.2 **Goal Number 2.** The District will support and promote proper dietary habits contributing to students’ health status and academic performance.

   1.2.1 The District’s Nutrition Services department and District schools will operate in accordance with District Policy 3700.

   1.2.2 **Smart Snack Rule.** Schools participating in the National School Lunch and Breakfast Program shall adhere to the United States Department of Agriculture Smart Snack rule effective July 1, 2014.

   1.2.2.1 Food and beverage items sold during the school day (including school cafeterias, vending machines, school stores, and fundraising activities) must meet the requirements of the Smart Snack Rule. Snacks which do not
meet the Rule’s requirements may not be sold to students at any time during the school day. The school day is defined as midnight to 30 minutes following the end of the official school day.

1.2.2.1.1 The Colorado Department of Education allows up to three exempt fundraisers per school building each year. Nutrition Services must maintain records documenting compliance with the Smart Snack rule. Schools are to submit fundraisers for exemption to Nutrition Services for approval.

1.2.2.2 Food and beverages that are made available at no cost to students during the school day, for example incentives, rewards and celebrations are recommended to include a variety of foods, with an emphasis on fruits, vegetables, low-fat dairy and whole grains.

1.2.2.2.1 Schools shall operate in accordance with District Policy 5415 in considering students with food allergies.

1.2.2.3 All food and beverage items marketed during the school day, on the school campus, must meet requirements of the Smart Snack Rule. This does not apply to materials used for educational purposes, incentive programs (for example, restaurant nights or coupon cards), brand name only marketing, or marketing for an exempt fundraiser.

1.2.3 All schools shall attempt to provide students with a minimum of 10 minutes to eat breakfast and 15 minutes to eat lunch.

1.2.4 Meals shall not be denied to a student as a disciplinary action.

1.2.5 Non-food rewards and incentives are recommended as the first choice to encourage positive behavior.

1.3 Goal Number 3. The District will provide opportunities for students to engage in physical activity.

1.3.1 Physical activity may include, but is not limited to, physical education, recess, classroom fitness breaks, field trips that include physical activity, exercise programs, or classroom activities that include physical activity. Schools shall include not less than the minimum required amount of physical activity in the schedules of students attending elementary schools, as such minimums are set forth in state law. Middle and high school students shall be afforded opportunities for physical activity that are age appropriate.

1.3.2 It is recommended that physical activity shall not be imposed or denied as disciplinary action.

2.0 Each school is encouraged to establish an ongoing School Wellness team that convenes to develop and implement school-level wellness plans. This representative team may also gather and disseminate wellness-related information and opportunities to students, staff members, and the community as they see appropriate.

3.0 The District will convene a representative Committee to provide collaborative, strategic direction that promotes a healthy foundation for the school community through the Whole Child Model. Stakeholders are invited to participate via a wide variety of media that may include, but not be limited to, the district website, social media, newsletters, etc.
3.1 The representative committee shall monitor the implementation of this policy at the District level, evaluate the
district's progress on this policy's goals, serve as a resource to schools, and recommend revisions to this policy.
3.1.1 Once every three (3) years, the representative committee, in coordination with the District-level designee,
will evaluate compliance with the Wellness Policy. Results of this evaluation will be made available to the public via a
wide variety of media that may include, but not be limited to, the district website, social media, newsletters, etc.

KINDERGARTEN ENTRANCE REQUIREMENTS

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

LOST AND FOUND

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

NUTRITION SERVICES

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

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

Additional detailed information about Nutrition Services can be found at
https://www.adams12.org/departments/nutrition, including current menus, meal prices, free and reduced meal
benefits, special dietary needs, and meal charge standard practice. You may also contact the kitchen manager at 720.972.3987.

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

Los beneficios de comidas gratis o a precio reducido están disponible a los hogares que califiquen, la solicitud debe ser completada anualmente y puede ser entregada en línea en https://www.myschoolapps.com. Las solicitudes impresas también están disponibles en la oficina de la cocina. Los estudiantes que sean aprobados para los beneficios de comidas gratis o a precio reducido reciben las comidas sin ningún costo.

Información adicional y detallada sobre Servicios de Nutrición puede ser encontrada en https://www.adams12.org/departments/nutrition, incluyendo los menús, precios de comidas, beneficios de comidas gratis o a precio reducido, necesidades dietéticas especiales, y la práctica estándar para cobrar las comidas. Usted también se puede comunicar con el encargado de la cocina al 720.972.3987.

**PARENT AND VISITOR CHECK-IN**

Any parent or visitor entering Silver Creek Elementary must sign in at the office counter. This is required by Colorado State Statute. All visitors will be required to present a valid state driver's license. The driver's license will be run through the Raptor system. The Raptor system is designed to screen visitors to ensure that they are not identified on the sexual predator/offender list. Once the visitor has been cleared they will be presented with a visitor badge generated by the Raptor system that must be worn in a visible location on their clothing at all times in the building. For the protection of all students and staff, you will be asked to return to the office if you are not signed in, been cleared by the Raptor system and wearing a badge.

Parents wishing to see staff members are asked to make arrangements with the teacher ahead of time. Parents should not interrupt instruction or expect to drop in before and/or after school to ask about their child's individual progress. Instead, please respect their time and make an appointment with your child's teacher.
We ask that when you enter the school you use the guidelines outlined in the safe school policy section of your handbook. When entering the school please turn off all cell phones and do not use inappropriate language for an elementary school setting. We want to give your child the best possible education by insuring that all who do business with the school respect the integrity of the school instructional day. Parents wishing to meet personally with a building administrator should call the office and make an appointment.

**PARENT/GUARDIAN CONCERNS**

There are several options for parents to address concerns. For classroom concerns, your child’s teacher is the first source for finding a solution. These include a phone call, email, note or letter sent to the classroom teacher. Concerns are addressed in a professional and timely manner with all of the appropriate personnel. All staff members will make every effort to respond to parent phone calls/emails within 24 to 48 hours. If a resolution isn’t reached between parent and teacher, the next step is to talk to an administrator. The principal at Silver Creek Elementary should be the last level of resolution. Every effort is made to be certain that no inappropriate repercussions result for the school personnel, the parent/guardian or the student. When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. The Silver Creek staff is committed to work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, parents, and students are expected to act in a manner that is respectful and focused on solutions. Below is the process for voicing concerns:

- **Step 1:** Parent must notify teacher of concern through phone call, email, or note.
- **Step 2:** If the issue has not been resolved after conferring with the teacher, a meeting will be held and teacher may request administrator presence.
- **Step 3:** After step 1 and 2 have been followed, if necessary, administrator will hold separate meeting with parent.

Administrators will notify teachers when a parent calls/emails with a complaint. The administrator will notify parent of protocol and where to find it in the parent/student handbook.
PARENTS/TEACHER ORGANIZATION (PTO)

The PTO is the official voice of Silver Creek's parents and citizens. It serves as a two-way communication between school and community. Membership is open to parents of Silver Creek students and citizens of the school community. This committee works cooperatively with the school in matters related to educational needs, school activities, and other concerns of the community. The PTO leadership team meets each month and the community meeting will be two or three times a year. Dates and times are announced on the marquee and on the PTO's website. The PTO's web address is www.SilverCreekPTO.com.

PARKING

Please use caution and obey all traffic rules and speed limits when driving in the school zone. Please park in designated visitor parking spots around the school. The bus lane is designated for bus loading/unloading and district vehicles. We want our students to arrive and leave school safely! Please model appropriate driving behavior and be courteous of the crossing guards who are assisting in our efforts to keep our students safe. The lane between the entrance and exit to the school parking lot is designated as a "hug and go" lane for dropping off and picking up students. Parking is not allowed in the "hug and go" lane. Please pull as far forward as possible to allow more vehicles in the lane. Drivers should not leave cars unattended in the "hug and go" lane.

PARKING LOT REMINDERS

Do not stop in the middle of the street to drop off or pick up students.

Morning drop-off procedures:
Hug and Go lane entry in front of the school:
1. Vehicles using the hug and go lane in front of the school will not approach the school using 152 Avenue. Vehicles will travel north on Fillmore Street and turn left into the hug and go lane.
2. Once in the hug and go lane, vehicles should continue to pull all the way forward and then let the student out.
3. Vehicles entering the parking lot must stay in the designated lane and proceed forward as far as possible.
4. Once vehicles have pulled all the way forward, students should exit the vehicle on the passenger side and approach the main entrance to the building. Vehicles should not stop where it is most convenient for the parent or the student. Pull all the way forward.
5. The "Hug and Go" lane is not designated for parking or idling and parents should NOT exit the car for any reason.
6. Additional cars will be allowed into the "Hug and Go" lane as space becomes available.
7. Vehicles leaving the parking lot will not be allowed to turn left onto Fillmore Street. Vehicles will turn right and enter The Haven subdivision as they exit the school parking lot.

8. School doors open at 7:55 and you are welcome to drop off your student at that time. It is highly recommended that you allow enough time to navigate the traffic so your child is on time to school. Students must be in classrooms by 8:05

9. **ABSOLUTELY NO PARKING ON 152ND AVENUE.** U-turns are not allowed on 152nd Avenue or Fillmore Street. Tickets may be issued for violators.

10. Continue to listen to the volunteer crossing guards. They are keeping our students safe!

**Bus Lane Entry**

**Bus lane entry in the back of school in the morning only:**

1. Vehicles using 152nd Avenue to approach the school will enter the bus lane after the buses have left the lane.
2. Vehicles will enter the bus lane, go all the way forward and turn around, then let the student out once the vehicle is as far forward as possible.
3. No passing cars during drop off. Cars should remain in a single file line.
4. Vehicles using the bus lane will exit LEFT out onto 152 Avenue.
5. No vehicles will be allowed to turn right out of the bus lane.
6. Students using the bus lane will enter the building through the flex area or cafeteria doors.

**Afternoon pick-up procedures:**

1. Arrange for a meeting place with your student(s) before your student leaves for school in the morning.
2. Do not encourage your child to meet you anywhere on 152nd Avenue because there is No Parking permitted there. Tickets may be issued for any violations.
3. Do not make any U-turns on 152nd Avenue or anywhere on Fillmore Street.
4. Continue to listen to the volunteer crossing guards. They are keeping our students safe!

The parking lot will be closed each day after school from 3:00 to 3:10 pm (1:45-1:55 pm on Wednesdays). Any cars in the parking lot will not be allowed to exit until after 3:10 pm (1:55 pm on Wednesday).

**PETS ON SCHOOL GROUNDS**

Many of our students have severe allergies to animals and some are very afraid of dogs. Because of this, we ask that you **DO NOT** bring your pets on school grounds when you bring or pick your students up from school.
RECESS

Indoor recess will be held if:
- Snow, rain, sleet or hail is falling
- Lightening is occurring
- Temperature with wind-chill is 20 degrees or less
- Playground conditions are poor (mud, snow, ice, or standing water)

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

- Warm coats
- Mittens or gloves
- Hat
- Boots

REPORTING STUDENT PROGRESS

Parent/Teacher Conferences
1st Conference: Thursday, Oct. 15th 8:00 a.m.-8:00 p.m.
(NO SCHOOL on Oct. 15 & 16)

2nd Conference: Thursday, Feb. 11th 8:00 a.m.-8:00 p.m.
(NO SCHOOL on Feb. 10, 11, 12 & 15)

Conference days are set aside for parents and teachers to talk, face to face, about the students' grades, attendance and educational concerns. Please make attending your child's conference, on the designated conference day, a priority. Teachers are not always able to reschedule conferences due to the large number of other commitments that impact their day.

Progress Reports
Progress reports (mid-terms) are sent home to parents to notify them of student progress, quality of work, and student trait behavior. Parents will be notified when:
- A child's grade falls from a 4/3 to a lower grade to allow sufficient time to correct issues.
- A child has a 2/1 to allow sufficient time to correct issues.
- A child is not working up to potential to allow sufficient time to correct issues.
- A child has unacceptable performance in the trait areas of healthy, productive, creative, ethical, or good citizenship.
Report Cards

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

Colorado State Standards

All students will be scored in accordance to their achievement of the state standards as indicated below. This information will also be included on the report card folder containing your child's report card. Please contact your child's teacher if you have any questions.

- Standards Performance Levels-The expectation is that students will score a 3 or 4 by the end of the current year. These show standards performance levels and reflect the district and state standards a child should master by the end of the school year. Most students will need an entire year to master the grade level standard.
  
  4 Exceeds Standard (advanced)-Student has achieved District Grade Level Standards & demonstrates exceptional level of understanding.
  
  3 Meets Standard (proficient)-Student has achieved District Grade Level Standards & consistently demonstrates understanding of concepts applying skills and strategies.
  
  2 Making Progress Toward Standard (partially proficient)-Student is performing near District Grade Level Standards and/or is showing a partial understanding of concepts applying skills and strategies.
  
  1 Making Limited Progress (area of concern)-Student is performing significantly below District Grade Level Standards and/or is showing limited progress in applying skills and strategies to understand concepts.
  
  N/E Not Evaluated yet

Standards Based Grading

Teachers will clearly define grade level expectations, policies, and procedures in a grade level handbook which is posted on their website. In addition, teachers will:

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

Assessments
Colorado State standardized tests (CMAS) are administered to students in 3rd, 4th, and 5th grades each year. The tests are administered in the spring. The results for 3rd grade reading are due prior to the end of the school year. The results for 3rd grade writing and math are due after mid-July. The results for 4th and 5th grade reading, writing, math and 5th grade science are also due after mid-July. Questions should be directed to the classroom teacher, the principal or district officials. Grade level policies will be on file in the office for parent review. Individual CMAS results will be sent home at the beginning of the year.

Additional district assessments are administered throughout the year for all grade levels. Some of these assessments include check lists, PALS (Phonological Awareness Literacy Screening), PALS Plus (intermediate classes), DRA (Developmental Reading Assessment), MAP (Measures of Academic Progress) and BRI (Basic Reading Inventory). Parents will receive detailed information about these assessments in the grade level handbook distributed at the beginning of the year. Classroom teachers also use a variety of assessments including daily work, quizzes, tests, projects, and anecdotal notes. Information on grading practices is available from the individual classroom teachers, and can also be obtained by talking with the principal.

SCHOOL ACCOUNTABILITY TEAM
The School Accountability Teams are made up of parents, community and staff. The team plans, implements, monitors and evaluates Silver Creek’s School Improvement priorities. Through the work of this team, school progress and student progress are measured.

SCHOOL CLOSURE INFORMATION
Information on emergency school closures is available on the district website at www.adams12.org, local television stations 2, 4, 7 and 9 as well as radio stations KHOU, KOA, KOSI, KYGO, REMIND Texts (download the REMIND app and use code @dolivers), Twitter (twitter.com/SCE_Principal) and Facebook (www.facebook.com/SOARingSCE); listen for announcements concerning ADAMS 12 FIVE STAR SCHOOLS, not Silver Creek Elementary. Rarely, because of severe weather or civil defense warnings, it may be necessary for school district officials to dismiss the students before the end of the school day. If early release is necessary, the student will be dismissed only after parent contact has been made.
DISTRICT 12 DELAYED START:
A two-hour delay may be announced if temporary adverse weather conditions exist in the morning, including but not limited to high winds, cold temperatures or unfavorable road conditions during morning travel time. In the event of an announced delayed start, morning bus pick-up times, morning BASE, and the school day will start two (2) hours after the normal start time at every grade level and the following items shall be in effect:

- School will end at its normal time;
- Afternoon Bus departure times will not be adjusted;
- Afternoon BASE times will not be adjusted;
- Morning bus pick-up will be two (2) hours after the normal pick-up. For example, if on a normal day, bus pick-up time is 7:35 a.m., on a two-hour delay, bus pick-up time will be 9:35 a.m.;
- Preschool will be canceled district-wide.

**SHARED DECISION MAKING AT SILVER CREEK**

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

Silver Creek will utilize collaboration in making decisions that impact our staff, students, and community. Our formal groups for this exchange and data gathering will include, but not be limited to, the School Accountability Leadership Team, the Grade Level Chairs, staff members, and Parent Teacher Organization (P.T.O.). Efforts for shared decision making will not necessarily be limited to these groups, when only specific groups are affected or when a broader range of groups is needed.

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

1) A majority vote will determine which process-majority or consensus- will be used to determine the final outcome;

2) Consensus is defined as 75% support for any decision, and

3) A written ballot will be distributed to committee, team or staff members, along with a brief summary of the issues surrounding the decision to be made. In all cases the decision will be based upon those practices which result in the optimal educational environment for our students.
SILVER CREEK STUDENT LEADERSHIP CLUB

The purpose of the Silver Creek Elementary Student Leadership Club is to develop the leadership and interpersonal skills of our 4th and 5th grade students. The goal of the Leadership Club is to foster extraordinary student leaders through an emphasis on service learning. Students in the Leadership Club design many school-wide community service projects to assist those in need at Silver Creek, in Thornton, or around the world. The Leadership Club is also responsible for organizing assorted student activities and running the Eagle Buck store. The work of the Leadership Club is completely student created, with staff members and the principal acting as advisors. The principal does have the right to veto any act of the Leadership Club or revise any of its powers and duties.

Student Leadership Club Application Process 2020-2021:

Any 4th or 5th grade student may apply to the Silver Creek Student Leadership Club. Interested students will meet during the school day in the fall to write a paragraph in which they express why they are interested in joining the Leadership Club and why they think giving back to the community is so important. Students will also be required to submit a recommendation form from both their current and previous year’s teacher. Students will be admitted to Leadership Club based on the content and ideas of their paragraph and teacher recommendations. To ensure the quality of the program, we will limit the number of participants to 25 or fewer. The application process will begin in September.

SERVICES FOR STUDENTS WITH DISABILITIES

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

A. Speech/language
B. Hearing Impaired
C. Visually Handicapped
D. Perceptual or Communicative (learning disabilities)
E. Emotionally Disturbed (emotional problems)
F. Physical Disability
G. Program for the Significantly Limited Intellectual Capacity: Severe and Profound
STUDENT TELEPHONE POLICY

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

TOYS, ETC.
Roller blades and Heely’s (shoes with wheels that retract) will not be permitted at school. Items such as phones, hand held computer games, cameras, baseballs and bats, Fidget Spinners and makeup items should not be brought to school. Basketballs, footballs and soccer balls can be brought with the understanding that they must be shared. The school will not be responsible for lost or stolen items.

TRAFFIC SAFETY
Silver Creek Elementary would like your support in addressing the safety problems and traffic congestion around the school. To increase the safety of our students please follow these guidelines when dropping off and picking up students:

Hug and Go Lane: The lane between the entrance and exit to the school parking lot is designated as a "hug and go" lane for dropping off and picking up students. Vehicles will travel north on Fillmore Street and turn left into the hug and go lane. Parking is not allowed in the "hug and go" lane. Please pull as far forward as possible to allow more vehicles in the lane. Drivers should not leave cars unattended in the "hug and go" lane. If traffic stops for a bit, simply wait until it eases up and pull your car forward before letting your student out. The "hug and go" lane is open in the morning and closed in the afternoon. Vehicles leaving the parking lot will not be allowed to turn left onto Fillmore Street. Vehicles will turn right and enter The Haven subdivision as they exit the school parking lot.

Bus Lane Entry: Vehicles using 152nd Avenue to approach the school will enter the bus lane after the buses have left the lane. Vehicles will enter the bus lane, go all the way forward and turn around, then let the student out once the vehicle is as far forward as possible. Cars stay in a single file line-no passing other cars. Vehicles using the bus lane will exit LEFT out onto 152 Avenue. No vehicles will be allowed to turn right out of the bus lane so there will be no cars allowed access to the front of the school from 152nd Ave during student drop off time. Students using the bus lane will enter the building through the flex area or cafeteria doors.
-Keep crosswalks clear at all times and do not stop or park in a crosswalk lane.
-Always yield to children, adults, and crossing guards in the crosswalk.
- Please use designated crosswalks at all times.
- Obey all traffic signs and drive slowly around the school zone.
- Cars need to be parked before students get in or out for safety!

The parking lot will be closed each day after school from 3:00 to 3:10 pm (1:45-1:55 pm on Wednesdays). Any cars in the parking lot will not be allowed to exit until after 3:10 pm (1:55 pm on Wednesday).

Our goal is to provide a safe path for students to enter the school each day.

**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.

**Servicios de Traducción**

Las escuelas son responsables por programar servicios de traducción para acciones disciplinarias, conferencias de padres y maestros, eventos de regreso a clases o bienvenida, comunicaciones sobre asuntos rutinarios o de salud médica que no son de emergencia, asistencia a clases, o preguntas sobre el desempeño académico. Si tiene preguntas sobre estos servicios del distrito, comuníquese con la oficina de la escuela.

**TREATMENT OF STUDENTS, THEIR FAMILIES AND COMMUNITY MEMBERS**

**SAFE AND EQUITABLE FACILITIES**

Our first concern at Adams 12 Five Star School District centers on the safety and security of our students, their families, and staff members. Therefore, our school facilities are operated within standards of safety and security and in accordance with Board of Education policies, and they are available on an equal basis for all. Utilization of the facilities by community members or groups can be arranged through the Department of Community Usage.

**BUILDING OPERATIONS**—Effective resolution of complaints, concerns and grievances.

We value two-way communication with our parents. We want our parents to feel comfortable with bringing concerns about their child's education to the attention of teachers and administrators at Silver Creek Elementary.

We all agree, the sooner a concern is dealt with, the better the chances are for a successful resolution. For classroom concerns, your child's teacher is the first source for finding a solution (PLEASE SEE PAGE 20/21). If a
resolution isn't reached between parent and teacher, the next step is to talk to an administrator. The principal at Silver Creek Elementary should be the last level of resolution before moving to the district office.

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

While there’s no guarantee that all concerns will be successfully resolved, the Five Star District and Silver Creek Elementary remain committed to maintaining an environment that listens to parent concerns and responds to them.

The Five Star District and Silver Creek Elementary stand committed to meeting the needs of all our students and families. The district and this school have a policy of nondiscrimination/harassment in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability.

You can and should expect Silver Creek Elementary’s policies, programs and activities to foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard and to be acknowledged. All students and parents will be treated equally without regard to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability.

We all recognize that students who feel safe and welcome are more likely to excel academically, socially and emotionally.

**BEING HEARD BY THE BOARD OF EDUCATION**

If parents have followed the district and Silver Creek Elementary’s process for resolving concerns and haven’t arrived at an agreeable solution, students and parents can be heard by the Adams 12 Five Star Schools Board of Education.

The Five Star District and Silver Creek Elementary’s procedures for resolving issues should be exhausted before presenting the concern to the Board of Education. If an issue goes before the board, the board members will determine if board policy has been violated to the student’s or parent’s detriment.
VOLUNTEERS

The goal of the staff at Silver Creek is to provide an educational climate best suited for each child. This places a large responsibility upon our staff. In order to reach this goal, we need the support and help of our community. We need volunteers to be part of the team to provide more personal contact with children on a one-to-one or small group situation and to provide more enrichment experiences. We need the help of volunteer parents to come share your talents with us! All volunteers at Silver Creek will be expected to follow school, as well as district guidelines, regarding dress code and Safe School Policies. Use of all tobacco products is forbidden on school property. All volunteers will be screened through the Raptor system to ensure that they are not listed on the sexual predator/offender list. All volunteers will also complete a confidentiality agreement. If possible, please do not bring younger siblings when coming to volunteer. Also, please be respectful of a quiet learning environment throughout the school.

WITHDRAWALS

Parents must notify the school at least two days in advance of a student withdrawal, stating where the parents are moving and the address of the new school. ALL library books, textbooks and other school materials must be returned.
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 Wellness and Nutrition
3. Student Code of Conduct
4. Additional 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 VII, Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act (District Policies 4140, 8400)

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

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

Homeless Students Notification (District Policy 5270)

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

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) (District Policy 5300)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
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.

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One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another "school official" in performing his or her tasks.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA Notice for Directory Information (District Policy 5300)

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

- A playbook, 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 via the Colorado Division of Criminal Justice’s webpage or the Colorado Department of Education’s webpage.

For additional information, parents may also contact the District’s Security Services Director at 720-972-6174 or the Director of Student Engagement Initiatives at 720-972-4150.
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (District Policy 6510)

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

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom a student has close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

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

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

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

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

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

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

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

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and the Educational Support Center, 1500 E. 128th Avenue in Thornton, CO, 80241. Contact the Environmental Health and Safety Specialist with any questions. Telephone: 720-972-4128.

Nutrition Services (District Policy 3700)

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

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

Charged meals are directly applied to the student’s meal account within the point of sale system. Students are not allowed to charge a la carte items, however they may purchase these items with cash in hand.
- Grades K-8: Charged meals are allowed up to a negative $15 balance.
- Grades 9-12: Charged meals are allowed up to a negative $10 balance.

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

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

Households are encouraged to complete a meal benefit application annually. Applications are available online at adams12.org, in the school kitchen and from the Nutrition Services office located at 1500 E 128th Ave, Thornton, CO 80241.

Meals 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 NSP 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 5120.

2.0 Definitions

2.1 School. Refers to any school within the District.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.14 Unsafe operation of a motor vehicle on school property.

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

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

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

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

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

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

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

3.22 Violation of District Policy 5100 regarding dangerous items.

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

3.24 Violation of District Policy 5050 regarding tobacco or Policy 5045 regarding tobacco, nicotine and controlled substance delivery mechanisms.

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3.25 Violation of District Policy 5040 regarding drugs, alcohol and controlled substances.
3.26 Violation of District Policy 5650 regarding posting or distributing unauthorized materials on campus.
3.27 Gambling or wagering items of value.
3.28 Lying or knowingly giving false information verbally or in writing to a staff member.
3.29 Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.
3.30 Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.
3.31 Using, making or reproducing another person’s signature for deceptive purposes, including counterfeiting documents or currency.
3.32 Failure to report a condition that puts students or staff at risk of imminent harm.
3.33 Violation of District Policy 5060 regarding dress code.
3.34 Violation of District Policy 5030 regarding cell phones or electronic devices.
3.35 Violation of District Policies 5035 and 8200 regarding use of District technology or the Internet.
3.36 Damaging private property of others.
3.37 Willful destruction or defacing of school property.
3.38 Failure to comply with Colorado law regarding immunization requirements in violation of District Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student’s immunization record and an explanation in the student’s cumulative file.
3.39 Violation of District Policy 5120 regarding off-campus behavior.
3.40 Violation of District Policies or building regulations not otherwise referenced in this policy.

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

Representative stakeholder groups (students, staff, parents, and community members) in Adams 12 Five Star Schools have created a standard of practice as it relates to teaching and managing behavior called The Discipline Matrix. The information found in the matrix is intended to be a guide for staff members to teach and correct behavior. Lesser management strategies may be utilized as appropriate. Repeated acts of misconduct, more serious misconduct and/or extenuating circumstances may warrant a higher-level response. If parents have specific questions regarding the matrix, please contact the District’s Director of Student Engagement Initiatives at 720-972-4150.
Board Policy directs that student discipline methods be clear, timely and consistently applied. Students should receive information about school discipline expectations within the first four weeks of each school year. Students who arrive after the first month of school should receive information individually or in small groups as soon as possible following enrollment.

Student Due Process (District Policy 5010)

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

Student Attendance (District Policy 5020)

District Policy 5020 provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, makeup work procedures and potential sanctions for poor attendance. Colorado law (22-33-104 C.R.S.) regarding compulsory attendance requires students to attend school from the age of 6 until their 17th birthday. Please be aware that the District partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes “habitual truancy”, defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period. Attendance Works, a national non-profit initiative that promotes awareness of the important role that school attendance plays in achieving academic success, reports that nine out of 10 U.S. school districts experience some level of chronic absenteeism among students. Adams 12 Five Star Schools is one of many districts working to improve chronic absences for increased student success. In the past, only unexcused student absences were tracked (truancy) in districts giving a false understanding of how absences affected student success. Adams 12 Five Star Schools considers excused and unexcused absences as well as suspension days when calculating chronic absences. A student is chronically absent when he or she misses 10 percent of schooling throughout the year – around 2 days per month.

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

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

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

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

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

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

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

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

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

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

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

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

District Policy 5035 establishes guidelines for allowable use of District technology and the Internet. Students are responsible for their own use of District computers and computer systems, and should understand that the District may monitor, inspect, copy or review all usage of District technology and the Internet. Students should also understand that they may lose the privilege of accessing the Internet.

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or using District technology for violating appropriate use expectations. Violations of Policy 5035 may also result in disciplinary sanctions including suspension or expulsion for extreme or repeat violations, and may be referred for legal action as warranted.

Examples of prohibited behaviors include but are not limited to accessing, creating or transmitting information that promotes violence, is pornographic or profane, is intended to bully or harass, or is used to cheat. Policy 5035 further prohibits a range of security-related violations including attempts to gain unauthorized entry into networks or to change District data records. The policy also addresses allowable student-generated content on school websites.

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

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

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

Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids. Alcohol, counterfeit drugs and other substances as described in Policy 5040 are also considered controlled substances for purposes of the policy.

Schools and law enforcement officials are trained and have the equipment to administer field sobriety tests. If a parent(s) disagrees with the determination of school or law enforcement officials that the student is under the influence of a controlled substance, the parent may have the student complete a sobriety assessment within 6 hours of the incident at the parent’s own expense by a provider approved by the District. Self-admission by the student suspected of being under the influence of a controlled substance without a valid prescription constitutes sufficient evidence to proceed with disciplinary action.

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

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

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

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

District Policy 5050 prohibits the use or possession of tobacco or nicotine products at school, school activities or events or in any vehicle used by the District. Sanctions for violations of the policy increase in severity for repeat violations. Tobacco is defined as any product that contains tobacco or is derived from tobacco that is intended to be ingested or inhaled by or applied to the skin of an individual. Nicotine is defined as any product that contains nicotine or is derived from nicotine and is intended to be ingested or inhaled by or applied to the skin of an individual. Many secondary schools in the District offer tobacco cessation programs at no-cost to students.

Students or parents interested in participation in cessation/education programs should inquire at their school’s counseling office or refer to the Tobacco-Free Procedures.

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

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

1. Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
2. Tank top straps must be at least one inch (1") wide at the narrowest point;
3. All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
4. Shorts and skirts must be fingertip length when arms are resting at sides; and
5. Shoes/sandals must be worn at all times.

The following items or clothing are specifically prohibited:

a) spaghetti straps and halter tops;

b) transparent/mesh clothing;

c) garments, make-up or hair worn in a manner that makes a student’s face unidentifiable;

d) exposed undergarments;

e) pajamas and house slippers;

f) shirts with revealing necklines or armholes;

g) shirts hanging longer than the fingertips when arms are fully extended;

h) hats, caps or sunglasses worn indoors;

i) gloves worn indoors;

j) hairnets, bandanas, and DOO-rags;

k) caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);

l) clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;

m) clothing or accessories with sexually suggestive language or messages;

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n) clothing or accessories that have pictures of guns or other weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);

o) clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;

p) attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in District Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;

q) trench coats and other like jackets capable of concealing weapons;

r) clothing or accessories affiliated with Insane Clown Posse, including all items related to the band’s record label “Psychopathic Records” and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus;

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

Uniforms may be required with Superintendent approval.

Students who violate or are suspected to be in violation of this policy shall be referred to school administration for investigation.

Sanctions up to a five (5) day suspension may be imposed for any single violation of this policy.

Except when other contributing policy violations or safety concerns exist, the typical progression of sanctions and 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.

Student Violence, Fights and Aggressive Behavior (District Policy 5070)

District Policy 5070 prohibits fights or other violent or aggressive behavior. Fighting offensives, regardless of infliction of bodily injury, occur when: (1) a person acts with the intent of making physical contact with another person, or acts with the knowledge that such contact would probably result; (2) physical contact with another person does result; and (3) the contact is offensive to the other person. A fight may also include a student attempting but failing to make harmful or offensive contact with another person. To avoid fights or aggressive interactions, students are responsible to make all reasonable efforts to avoid the conflict, including leaving the scene 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 prohibited 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.

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. The typical progression of intervention for violations of Policy 5080 are:

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

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

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

All violations of Policy 5080 which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.

Student Habitually Disruptive Behavior (District Policy 5090)

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

When remedial discipline plans are being implemented, the student and parents should be developed monitored and reviewed at intervals to determine if they are effective. Remedial discipline plans may be implemented for potential habitually disruptive students without parent or student consent in the event that either should refuse to participate in the planning and intervention process. The primary purpose of the Remedial Discipline Plan is to identify support resources and strategies to assist habitually disruptive students avoid expulsion and remain in school.

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

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

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

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

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

Students who violate Policy 5110 will be subject to disciplinary action as described in District Policy 5000, Student Code of Conduct. In addition to discipline sanctions, schools may implement intervention strategies as appropriate.

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

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

Off-Campus Behavior (District Policy 5120)

Behavior which takes place on or off campus may result in discipline sanctions up to and including expulsion from school when such behavior is 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.

Rev 05/2019
Search and Seizure (District Policy 5130)

District Policy 5130 authorizes District officials to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of "contraband," which includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, weapons, tobacco, graffiti instrumentation, items suspected of being stolen, and/or material or items which present an imminent danger of physical harm or illness.

Under conditions specified in Policy 5130, portable breathalyzer testing and searches of automobiles may also be conducted by school officials.

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

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

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

Corporal Punishment (District Policy 5140)

District Policy 5140 prohibits the use of corporal punishment by any staff member. Corporal punishment is defined as action taken to punish a student by spanking or otherwise physically handling a student in any way to purposefully inflict punishment (as distinguished from the use of physical intervention and restraint in Policy 5150). Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

Physical Intervention, Restraint and Seclusion (District Policy 5150)

District Policy 5150 permits District personnel, acting within the scope of employment, to use physical intervention and restraint as prescribed by the policy. The use of physical restraint or seclusion as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior is prohibited. Documentation and parent notification regarding the use of physical restraint or seclusion shall occur in accordance with Policy 5150.

COMMONLY REQUESTED INFORMATION

Appeals or Grievances

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

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

Consolidated Billing

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

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

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

Law Enforcement

Adams 12 Five Star Schools works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. All District secondary schools with the exception of charter or alternative schools have a law enforcement officer known as "School Resource Officer" (SRO) stationed on campus. These officers are also available to assist at elementary schools when the need arises.

Law enforcement should be notified by administrators in school related situations that involve suspected criminal violations or any time school safety may be at risk. Law enforcement officers will act consistent with their agency's guidelines in responding to referrals or otherwise becoming involved in school matters.

Parking and Driving on District Property

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

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

Rev 05/2019
Post-Secondary Planning and Enrollment Options (District Policy 6285)

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

Services for Students with Disabilities

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

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

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

Student Pickup

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

Students’ Right to Expression (District Policies 5650, 5670, 6260)

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

Teacher Qualification Information

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

Translation Services

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

Transportation (District Policy 3600)

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

Students who ride the bus to or from school are required to have a bus pass card at all times. There is no charge for the initial bus pass card. There is a $5.00 fee for replacement of lost cards. District bus drivers are well trained in working with students toward providing a positive riding atmosphere. Passengers are expected to show respect for others including fellow passengers, drivers, sponsors, motorists, residents and property owners. A student management and discipline guidelines system is utilized to document and intervene in response to behavior issues. Students may temporarily or permanently lose the privilege of riding the bus for extreme or reoccurring behavior infractions. Discipline consequences including suspension or expulsion from school may also be warranted depending on the severity and nature of the situation. For more information on school transportation call 720-972-4300.

Rev 05/2019
Video and Audio Monitoring (District Policy 3520)

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

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

Visitors to Schools (District Policy 1200)

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

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

HEALTH SERVICES

Health Services

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

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

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

Administration of Medications at School (District Policy 5420)

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

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

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

3. All medications are kept in a secure area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).

   a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention. See your school’s District RN to review and sign Self-carry contract on an annual basis. Self-carry contracts may also be found online at https://www.adams12.org/medications.

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

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

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

Rev 05/2019
Food Allergies (District Policy 5415)

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

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

Illness or Injury

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

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

Parents can have trouble knowing whether their child is too ill to go to school. The following guidelines will help you decide.

IMPORTANT

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

CHILD IS TOO ILL

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

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

Additional information can be found online at https://www.adams12.org/departments/health-services/should-your-child-stay-home

CONTAGIOUS DISEASE

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

Immunizations (District Policy 5410)

District Policy 5410 follows Colorado law (Board of Health rule 6 CCR 1009-2) for student immunization requirements.

Children who do not meet the immunization requirements may be denied admission to school.

You must provide one of the following to your child’s school upon enrollment:

1. An up-to-date immunization record from your health care provider or a Certificate of Immunization certifying that the student has received school-required immunizations.

2. A medical or non-medical exemption submitted to the school if a student is not fully immunized. Exemption guidance and information are available at www.colorado.gov/vaccineexemption.

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

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

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

Suicide Prevention

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

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

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

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

Vision and Hearing Screening

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

The Student and Family Outreach Program

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

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

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