Prairie Hills Elementary School

13801 Garfield Place

Thornton Colorado, 80602

Kathryn V. Hastings, Principal
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District Policies, Notifications & Information for Parents and Students 2012-2013—33-47
School Office.................................................................720-972-8780
Before/After and Summer Enrichment Program.....720-972-8791
24 hour attendance line..............................................720-972-8833
FAX..............................................................................720-972-8800
School Hours:

Monday, Tuesday, Thursday, Friday:
  Grades 1 - 5  7:30 a.m. - 2:30 p.m.
  Full Day Kindergarten  7:30 a.m. - 2:30 p.m.
  A.M. Kindergarten  7:30 a.m. - 10:40 a.m.
  P.M. Kindergarten  11:25 a.m. - 2:30 p.m.

Wednesday - Early Release:
  Grades 1 - 5  7:30 a.m. - 1:15 p.m.
  Full Day Kindergarten  7:30 a.m. - 1:15 p.m.
  A.M. Kindergarten  7:30 a.m. - 10:00 a.m.
  P.M. Kindergarten  10:50 a.m. - 1:15 p.m.

Office Hours:  7:00 a.m. - 3:00 p.m.

BASE Program
  (before school)  6:30 a.m. - 7:35 a.m.

BASE Program
  (after school)  2:30 a.m. - 6:00 p.m.

BASE Program
JUST A FRIENDLY REMINDER!

Supervision at Prairie Hills Elementary starts at 7:30 a.m.
For your children’s safety, please know that if they arrive before 7:30, there is no supervision.
School Closure Due to Inclement Weather...if you want to know if schools are closed, you may call 720-972-4000 and press 7. You will receive a voice message which will indicate whether the schools are open or closed. You may also go to the district website at www.adams12.org. When the school is closed due to inclement weather, all activities and programs whether before, during or after the school day, are canceled. This includes BASE (Before, After and Summer Enrichment) programs. The information will also be available on television stations.

Occasionally, it may become necessary for students to be dismissed before the end of the regular school day. If early release is necessary, the student will be dismissed only after parent contact has been made.

When Middle School has a "No School Day for Students"...We do not allow middle school students to attend Prairie Hills Elementary due to school capacity, security and supervision issues. The middle schools also state this in their parent newsletters. Thank you for your understanding and support of this policy.
PARENT AND VISITOR CHECK-IN

Any parent or visitor entering Prairie Hills Elementary School needs to check in at the office. We use the V-Soft system to check visitors in. The system requires a valid ID. The ID is scanned in the system, which prints a badge for each visitor to wear while in the building. For the protection of all Prairie Hills Elementary School students and staff, you will be asked to return to the office if you are not wearing a visitor badge. Your cooperation is greatly appreciated. Please check out upon leaving the building.

COMMUNICATION

Friday folders -- Every Friday (or Thursday, if there is no school on Friday) your child will bring home a Friday folder. Any important information or notices will be emailed.

Responses to parent phone calls or emails generally will occur within 24-48 hours.
STUDENT ELEVATOR POLICY

Children need a doctor’s note to use the elevator.

STUDENT TELEPHONE POLICY

The Prairie Hills 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.

Student Use of Personal Electronic Devices

Students are not allowed to use cell phones at school. If they take them to school they are turned off and kept in their backpack. The school is not responsible for loss or damage of electronics.
**Code: 5139**

1.0 Depending upon the nature and the severity of the incident, as determined by school administration, violations of the “Student Use of Personal Electronic Devices” policy may result in disciplinary sanctions up to and including expulsion from school.

2.0 Violations other than those noted in paragraph 1.0 above shall be addressed as follows:

1\(^{st}\) **offense**  The device shall be confiscated and transferred to the appropriate school administrator. Parent/guardian shall be notified and the device may be released to the student upon the student’s signature of an acceptable use agreement.

2\(^{nd}\) **offense**  The device shall be confiscated and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon the parent’s/guardian’s signature of the acceptable use agreement.

3\(^{rd}\) **offense**  Third offense shall be considered disruptive behavior and defiance of authority, and shall result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days.
STUDENT SAFETY (Safe Schools Code: 5140)

Please assist the Prairie Hills staff in providing for the safety of all students:

Call the school attendance line (720-972-8833) as soon as you know your child will be late to school or absent. Please call before 7:15 a.m. and leave the following information in your message:

1. Student name and teacher name
2. Your Name
3. Date and reason for absence/tardy

If your child is excused, make-up homework will be given to your child on the day he/she returns to school. The child will have as many days as they were absent plus one more day to complete their homework.

Parents will be contacted if a student is absent and not excused. The parent must sign out students leaving during the 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.

- While we discourage alternative arrangements for students to go home with other students, we understand that sometimes this is necessary. In order for the office to approve these arrangements we need a signed note from the parent.
- Notify the school office when you have a change in home, work, or emergency phone numbers.
- See that your child does not arrive at school before 7:30 a.m. and leaves the school grounds promptly when school is dismissed.

Only school buses will use the circle driveway on the south side of the building for student unloading and loading.
STUDENT DRESS CODE

We want to remind parents that students need to come to school dressed appropriately for a learning environment. Therefore, the following attire will not be allowed at Prairie Hills:

- Halter-tops, crop tops, tank tops, mesh tops
- Spaghetti straps
- Short shorts
- Mini-skirts
- Clothing that has words or pictures that are not in good taste.
- No hats in the building.

Food at Lunch Time

When having lunch with your child, at school, please refrain from sharing food with other students.
**TOYS**

Please do not bring any toys or valuables to Prairie Hills. We will be having special times for show and tell throughout the year.

**RECESS**

Indoor recess will be held if:
- Snow, rain, sleet or hail is falling
- Lightning 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. During the colder months, they should bring:
- Warm coats
- Mittens or gloves
- Head covering
- Waterproof footwear

A note from the doctor is required if a child needs to stay inside during recess time.
ATTENDANCE POLICY

Attendance Guidelines

- Four (4) unexcused absences in one month or ten (10) in a school year constitutes as a "habitually truant" student (Section 5113 3.0).

- Prairie Hills' daily entrance procedure begins at 7:30 a.m. and students are allowed to go directly to their classrooms between 7:30 and 7:35 a.m. Two bells will ring in the morning. The 7:30 a.m. bell signifies that students may enter the classrooms. The 7:35 a.m. bell signifies all students should be in their seats ready to begin class. Students entering their classrooms after that time are considered tardy. After 7:45 a.m., students entering school will be considered partially absent.

- A partial absence is defined as a student entering or departing fifteen minutes or more from the scheduled start or end time of the class. Partial absences may be determined to be either excused or unexcused based upon the same manner as other absences (Section 8.2).

- Excused absences fall under the following categories: Section 5113 4.1: A verified illness, injury, or physical, and or mental emotional disability. A telephone call or signed note from the custodial parent/guardian or medical practitioner submitted within two days of the school day absent or in the case of multiple consecutive absences submitted within 2 school days of the last school day absent is required to excuse the student; 4.2 A religious observance generally recognized by an established and bona fide religious organization; 4.3 Absence required by a legal body (court, juvenile authorities, or police); 4.4 Family emergencies or hardship. Section 5.1 discusses excessive excused absences. Again, consideration is given to prior attendance records and whether or not the academic progress of the student is affected.
Adams 12 Five Star Schools had revised its student attendance policy (Policy 5113, paragraph 7.1) to allow make-up work only for excused absences. The previous policy let students make up work for either an excused or unexcused absence. If it is an excused absence, the student or parent is responsible for requesting and arranging for make-up work no later than the second day after returning to school from the absence.

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**KINDERGARTEN ENTRANCE REQUIREMENTS**

Any child who is five years of age on or before October 1st is eligible to enter Kindergarten. Upon registering, the parent/guardian must bring the child’s birth certificate, immunization record, and proof of residence.
AFTER SCHOOL DETAINMENT POLICY

Students will be encouraged to go directly home after school. Due to the current safety issues regarding children in the Denver Metro area, it is important that parents and teachers remind children of the dangers of talking to strangers.

Students remaining in the building after school must be under the immediate supervision of the teacher who is responsible for retaining them. Only non-bused students may be kept 15 minutes after school without notifying the parent. Teachers desiring to keep non-bused children beyond a 15-minute period after school is dismissed must inform parents in advance. If keeping a child after school beyond 2:30 p.m. is a problem, the teacher and will work out an alternative solution with the child’s parent.

LOST ARTICLES

A Lost and Found Box is maintained in the cafeteria. Lost articles should be placed in this box and children should check in the office to claim belongings. After a reasonable period of time the lost articles that are not claimed will be given to a charitable organization.
BICYCLE RULES

All bicycles ridden to school are to remain locked in the bicycle rack during school hours. Bicycles are to be walked on and off school property. The school does not assume liability for bicycles. All children will be expected to follow traffic rules applying to bicycle riders. We recommend that kindergarteners and first graders do not ride bikes to school for safety purposes.

PARENT VOLUNTEERS/PARTNERS IN LEARNING PROGRAM

The goal of the staff at Prairie Hills is to provide an educational climate that will allow each child to learn at his/her own rate of speed using materials best suited for him/her. 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 enrichment experiences. We need the help of volunteer parents - come share your talents with us.
**CLASSROOM PARTIES**

Classroom parties will be held for Fall Festival (Halloween), Winter Festival and Valentine’s Day. The classroom teacher will make arrangements for treats to be provided by parents. Students may also observe their birthday with a simple party. Arrangements need to be made in advance with the classroom teacher. Please do not send your child to school with personal invitations to a party. It is too hurtful to the students that do not receive an invitation. If balloons and/or flowers are brought/sent to the school they will be held in the office until the end of the day. (Also See Healthy Ideas for Classroom Snacks and Parties listed on the following page.)

Please Note: The "SAFE SCHOOLS" Policy #5140 also applies to Halloween costumes.
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 720-972-8793.
Healthy Ideas for Classroom Snacks and Parties

Snacks are important for providing children with nutrients to support growth and learning. Parties are a fun opportunity to celebrate. However, school snacks and parties are not required to be cupcakes, ice cream, potato chips and soda pop. With a little imagination, snacks and parties can be fun and still provide healthy, nutrient-rich foods. Give healthy partying and snacking a try with the following foods:

- Low-fat milk (plain or flavored) – plain, chocolate, strawberry, vanilla
- 100% juice – orange, apple, grape, cranberry
- Water (flavored)
- Fresh fruit with yogurt dipping sauce
- Apples with caramel dip
- Fruit and cheese kabobs
- Fruit with whipped topping – strawberries with whip cream
- 100% fruit snacks
- Fruit crisps or bakes (made with little added sugar and whole grain toppings)
- Vegetable tray with low-fat dip
- Celery sticks with peanut butter
- String cheese
- Low-fat pretzels or popcorn
- Graham or animal crackers
- Pizza with low-fat toppings – veggies, lean ham
- Sandwiches – ham, turkey, cheese (low fat condiments)
- Low-fat pudding cups
- Low-fat yogurt – Dannon Light ’n Fit, Trix, Yoplait Yumsters
- Yogurt smoothies – low-fat
- Yogurt parfaits – layered fruit, yogurt and granola
- Quesadillas with salsa
- Granola bars or breakfast bars
- Trail mix or cereal mixes
- Angel food cake with fruit toppings
- Nuts, seeds

What About Cake?

Once in awhile a piece of birthday cake can fit into a healthy diet. However, if each student brings in cake for their birthday, eating cake becomes a regular occurrence. Keep cake a “sometimes” food by having all students with birthdays in the same month celebrate on one day. Try to limit parties with cake and other sugary or high fat foods to less than once per month.

From the New Mexico Action for Healthy Kids
Wellness Toolkit, Part I: Nutrition, page 18

Online Resources

Guide to Healthy School Parties, Action for Healthy Kids of Alabama,
www.actionforhealthykids.org/filelib/toolsforteams/recom/N&PA%2031%20-%20parties.pdf

Classroom Party Ideas, University of California Cooperative Extension Ventura County and California Children’s 5 A Day Power Play! Campaign,

National Alliance for Nutrition and Activity (NANA), Model Local School
Wellness Policies on Physical Activity and Nutrition, March 2005, page 22

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NO PETS PLEASE!

As a health and safety issue, we ask that you not bring pets on the school grounds. Pets present a health concern if the animals are relieving themselves in areas where students walk or play. Also, while your pet is familiar with your family members, the crowds of children at school can cause some animals to become aggressive. We are concerned that a child may be injured. Please leave pets in cars when coming to pick up your child. If you walk your dog to school to pick up a student, have the student meet you at a place off school property and away from other children. Thank you for your help in keeping all of our students and four-legged friends safe and happy.

WITHDRAWALS

The child should bring a note to his/her teacher at least one day in advance of withdrawal stating where the parents are moving and, when possible, the address of the new school. Any library or school books and school materials are to be returned prior to the student's last day of school. The student will receive a Withdrawal Slip and a copy of his/her immunization certificate from the school office.
REPORTING PUPIL PROGRESS

The Prairie Hills Pupil Progress Plan consists of a report to parents in December and May.

Parent/Teacher Conferences will be held during the first and second trimesters.
Assignment of Homework - District Policy 6154

Suggested Guidelines:

At the elementary level, assignment of homework is planned in terms of students’ needs for skill practice or independent work. All homework assignments should be for sound educational purposes and not mere busywork. After checking with our teachers in previous years, the following approximations of average homework have been made by our district’s teachers. These approximations do not include daily reading expectations. The following is to be used as a guide for homework assignments:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average Amounts of Homework Per Day Are Not to Exceed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>10 minutes per night</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>20 minutes per night</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>30 minutes per night</td>
</tr>
</tbody>
</table>
DISCIPLINE

Discipline Procedures

School should be an opportunity for Prairie Hills students to learn behavior that is appropriate and positive for life in society. To that end, we believe that children who learn to solve problems at an early age will develop skills that will help them solve more serious problems as they get older.

If a student has difficulty with his/her behavior, the following procedures will be followed:

Classroom/Playground Procedures:

Classroom teachers and Para educators deal with behavior situations in a variety of ways depending on the severity of the situation. Consequences for minor incidents in the classroom or at recess may include:

1. Warning, counseling discussion of problem
2. Time out in classroom or playground
3. Loss of privileges
4. Loss of recess (5 minutes)
5. Contact parents
6. Discuss actions with peers, parents
7. Write behavior plan
8. Development of individual contract
9. Relocation of student in classroom
10. Time after school (arrangements will be made with parents)
11. The Discipline Referral Form may be completed by any staff member.

We cannot over-emphasize the importance of the parents and the school working together as a team to help students with behavioral problems during their early years. Positive reinforcement will be the main focus of Prairie Hills through the implementation of the Second Step Program and Positive Behavior Systems. These two research-based programs offer a school wide approach that will foster a safe, caring, and respectful school environment.
The Prairie Hills Elementary music program has a unique curriculum that immerses the child in active participation. Creativity within the art of music is the core element. Speech, rhythm, movement, drama, melody, instrumentation and improvisation are all part of each class. Activities are age appropriate and based upon the skills and abilities of the children within the class. The importance of learning about the art of music and enjoying the experience cannot be over-emphasized. Building a foundation for life-long learning and enjoyment of music is the goal. The state and district music standards provide the framework for the music curriculum.

Each grade level’s music education focuses on the music curriculum while still being integrated with the whole curriculum so all learning is reinforced with many positive experiences. It is important for children to observe and experience the connections of the arts to other curriculum areas to add depth to their understanding. Our students will also be able to gain performance experience, further develop their skills and extend their musical enjoyment by joining a school choir and/or instrumental or dance ensemble.
Art

The Visual Arts at Prairie Hills Elementary is a Standards Based Art Education Program, based upon National, State and District Art Education Standards. The focus is on:

1. Communication skills, using art to communicate emotions and ideas;
2. Elements and principles of design, learning how to use line, shape, color and the other design elements to create art;
3. Art techniques, learning about the materials, tools, and processes used to make art;
4. Art history, learning about artists and art from a historical and cultural perspective;
5. Art criticism, learning how to analyze and evaluate the characteristics, merits and meaning in works of art.

Technology

Technology skills are an essential part of preparing students for adult life in a complex world. By the time they leave school, our students must be prepared to use and apply technology in effective, efficient and ethical ways. Post-secondary institutions and the workplace expect high school graduates to be able to use basic information and communication technologies. This education must start in elementary school with a strong technology program.

At Prairie Hills we are committed to providing every student daily access to technology to assist in their overall education. The classroom teachers, librarian, school and district coordinators collaborate to create exciting instructional units for students to apply their technology skills while learning about various curriculum areas.
**Physical Education**

The physical education program at Prairie Hills Elementary is designed to educate the whole child by addressing the physical, mental, emotional and social needs of all children. The program will help all students be participants at their own individual level and encourage fair play and sportsmanship. Developmentally appropriate educational experiences and activities are developed to provide a foundation of movement that will contribute to the understanding and knowledge of a healthy, active, lifestyle.

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**Gifted and Talented Program (Challenge Program)**

The Gifted and Talented Program at Prairie Hills Elementary, also known as the Challenge Program, formally identifies 1st through 5th grade students. Kindergarten students can be tested at parent request. The program is designed to meet the needs of gifted and high-ability students within the regular classroom. Enrichment extension and differentiated instruction is provided to meet the individual learning needs of these students. Identified Students will have an ALP (Advanced Learning Plan) prepared, which will outline their educational accommodations.
**Media Center**

The Library Media Center’s purpose is to encourage students, staff, and their families to be lifetime readers and skilled information users. We strive to provide an environment that stimulates and supports literacy. All children and parents are welcome to use our Library Media Center regularly to check out books, to learn literacy information and to practice technology skills. Various activities are also planned throughout the school year to celebrate reading, such as Constitution Day, I Love to Read Month and Read Across America. The Library Media Center does not charge fines for late books, but we do encourage responsibility when borrowing school materials. Therefore, any book that is lost or damaged must be paid for and replaced. If an item is returned or recovered within one school year after it has been paid for, the family’s money is refunded. We welcome all readers and learners to the heart of our school.

**Literacy**

The Language Arts Curriculum Framework provides the basis for our standards-based instruction in literacy. High level literacy achievement is the goal of the framework. Teachers build explicit instruction into interactive read aloud, shared modeled reading, guided reading, independent reading, word learning, interactive writing, and writing workshop strategies. Phonological skills, oral language, and comprehension are foundational to each of these literacy elements and their development is supported by instruction within each element. Literacy by Design, by Rigby, is the literacy program used to support the framework. Teachers write Literacy Achievement Plans (LAP) as needed for students reading below grade level and provide consistent, flexible support for our at-risk readers. Families are central to the success of literacy instruction at Prairie Hills. Children's author Mem Fox states, “I’m certain that learning to read and learning to love reading owe a great deal (much more than
we ever dreamed) to the nature of the human relationships that occur around and through books.” Reading to (and with) your child is rewarding, and research shows that this is one of the most important contributions you will make to your child’s academic success!

**EXTRA - CURRICULAR ACTIVITIES**

- Spelling Bee
- Japanese Club
- Math Club
- Choir
- Newbery Readers (3rd - 5th)
- Caldecotts Readers (2nd-5th)
- Young Ameritowne
- Robotics

- Art Club
- Book Clubs
- Club MESA
- Reading Club
- Student Leadership
- Play it Again Gym
- Writer's Workshop
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 #720-972-8791 or click here.

For more information about our district BASE Programs click here.
Board Policy 2.1 - Treatment of Students, Their Families and Community Members

2.1.1 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 a need for this service.

Policy 2.1.5 Information about Safe and Equitable Facilities:

a. Operate facilities safely, with equitable internal and external accessibility to students, their families, and community members.

Our first concern at Adams 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.

Policy 2.1.6 - Information about Building Operations

a. 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 Prairie Hills Elementary School.

We all agree that 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. If a resolution isn’t reached between parent and teacher, the next step is to talk to an administrator. The principal at Prairie Hills Elementary School 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 Prairie Hills Elementary School remain committed to maintaining an environment that listens to parents’ concerns and responds to them.

b. Protection against wrongful conditions and disparate treatment for appropriate reasons

The Five Star District and Prairie Hills Elementary School 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 Prairie Hills Elementary School’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 students who feel safe and welcome are more likely to excel academically, socially and emotionally.

**Policy 2.1.7 - No Retaliation against Parents Who Voice Concerns**

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

**Policy 2.1.8 - Information about Being Heard by Board of Education**

a. Allows students, families or community members to be heard by the Board of Education when internal hearing procedures have been exhausted.

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

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

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

Readers should be aware that:

- Much of the information is in summary form.
- Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at www.adams12.org.
- Policies may also be reviewed in the administrative office of any district school or by calling the Adams 12 Educational Support Center at 720-972-4000.
- A printed copy of the Student Code of Conduct and Notification of Rights and Responsibilities of Students and Parents may be requested at no cost in the administrative office of any 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.

Online readers may link directly to any item listed in the Table of Contents by clicking on the bookmark to the left.

LEGAL NOTIFICATIONS

Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act (Supt. Policies 4140, 8400)
Adams 12 Five Star Schools does not discriminate on the basis of race, color, sex, age, religion, creed, national origin, marital status, sexual orientation and disability in its programs, activities, operations and employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

Homeless Students Notification (Supt. Policy 5270)
Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students refer to Superintendent Policy 5270 or contact the Homeless/Migrant Education Liaison at 720 972-4144.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) & Colorado Open Records Act (CORA) (Supt. Policy 5300)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

2. The right to request the amendment of the student’s education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the District has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another “school official” in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

FERPA Notice for Directory Information (Supt. Policy 5300)
FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

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

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

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you must notify the District Records Custodian, 1500 East 128th Avenue, Thornton, CO 80241 in writing by October 1 of the current school year. 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 (Supt. Policy 5900)
Colorado Revised Statute 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf
OR
http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

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

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) (Supt. Policy 6510)
The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

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

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

Parents who believe their rights have been violated may file a complaint with:
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, D.C. 20202-8520

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

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 Superintendent Policy at www.adams12.org. A quick reference chart summarizing Student Code of Conduct policies is also available on the district website.

Student Conduct, Discipline and Due Process (Supt. Policy 5000)
Students are expected to be familiar and comply with all expectations identified Superintendent Policy 5000, Student Conduct, Discipline and Due Process. The policy provides information regarding district procedures for
suspension (short and long term), expulsion and denial of admission. 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. 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.
Classroom Removal of Disruptive Students by a Teacher (Supt. Policy 5015)
To the extent authorized by Colorado law, a classroom teacher has the authority to remove a student who disrupts the educational environment of the classroom for the remainder of that class. Upon a third such removal from class, teachers are given authority to remove the student from class for the remainder of the term, so long as such removal is consistent with federal and state law, and with due process and intervention procedures established in Superintendent Policy 5015.

Student Attendance (Supt. Policy 5020)
Superintendent 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.

Student Use of Cell Phone and Other Personal Electronic Devices (Supt. Policy 5030)
Superintendent 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 Superintendent Policy 5000, Student Code of Conduct.

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

The typical progression of consequences for violations as described in the policy includes:
1st offense. The device should be confiscated and the parent should be notified. The device may be released to the student after the student reviews and signs the policy.
2nd offense. The device should be confiscated and the parent should be notified. The device may be released only to the parent after the parent reviews and signs the policy.
3rd or more offenses. Such offenses are considered disruptive behavior and should result in a minimum of one day of suspension to be served in or out of school at the discretion of administration. Subsequent violations may result in increasing suspensions of up to three (3) days.

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

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines of Superintendent Policy 5030, such requests should be submitted to the Principal in writing. The Principal’s decision regarding such requests will be final.
Student Use of Computers, the Internet and Electronic Communications (Supt. Policy 5035)

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

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

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

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

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

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

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

Students are subject to disciplinary action up to and including suspension and expulsion for any single policy violation. Alternatives to suspension and expulsion may be offered by the school as appropriate depending on the circumstances of the violation. The sale of a controlled substance mandates expulsion by law and as such students who sale a controlled substance are not eligible for alternative to expulsion consideration.

School officials are instructed to notify law enforcement regarding suspected violations of this policy and to cooperate with any investigation that may result.

Student Tobacco Possession and Use (Supt. Policy 5050)

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

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

Student Dress Code (Supt. 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 Superintendent Policy 5060.

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

The following items or clothing are specifically prohibited:
1. Spaghetti straps, tank tops and halter tops;
2. transparent/mesh clothing;
3. make-up that makes a student unidentifiable;
4. exposed undergarments;
5. pajamas and house slippers;
6. shirts with revealing necklines or armholes;
7. shirts hanging longer than the fingertips when arms are fully extended;
8. sunglasses (prohibited indoors);
9. gloves (prohibited indoors);
10. hairnets, bandanas, and du-rags;
11. caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
12. clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
13. clothing or accessories with sexually suggestive language or messages;
14. clothing or accessories that promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
15. 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;
16. attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in Superintendent Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry;
17. trench coats and other like jackets capable of concealing weapons;
18. clothing or accessories affiliated with Insane Clown Posse, including all items related to the band’s record label “Psychopathic Records” and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus; and
19. all professional athletic team jerseys.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extracurricular 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.

Except when other contributing policy violations or safety concerns exist, the typical progression of intervention for dress code violations is:
1st Offense – warning and education about the policy and the student being provided an opportunity to correct the violation.
2nd Offense – sanctions up to one (1) day out-of-school suspension and requirement that parent and student review and sign a statement indicating their understanding of the “Student Dress Code” policy.
3rd Offense – sanctions up to three (3) days out-of-school suspension and required parent meeting as a condition of re-entry.
4th or Subsequent Offenses – sanctions up to a 10-day out-of-school suspension for each repeat violation.

**Gangs, Secret Societies and Disruptive Groups (Supt. Policy 5080)**

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

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

Examples of prohibited items, behaviors or actions which may be indicative of gang, secret society or disruptive group affiliation include but are not limited to:
1. Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a “color” or number on a person or possession.

2. Signs – Verbal or Physical – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.

3. Graffiti – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group or gang, about other groups or gangs, or direct challenges to others.

4. Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.

5. Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.

6. Recruitment – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

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

1. 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.

2. 2nd Offense – a minimum of three (3) 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.

3. 3rd or Subsequent Offenses – up to a 10-day out-of-school suspension and potential expulsion from school.

4. All violations of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.
Student Weapons in School (Supt. Policy 5100)

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

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities.

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

Bullying Prevention/Intervention (Supt. Policy 5110)

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

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

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

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

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

Off-Campus Behavior (Supt. Policy 5120)

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

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

Search and Seizure (Supt. Policy 5130)

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

Under conditions specified in policy, automobiles parked on or being operated on school property or at a school activity may also be subject to search by school officials.
When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances.

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

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

**Corporal Punishment (Supt. Policy 5140)**

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

**Physical Restraint/Seclusion (Supt. Policy 5150)**

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

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

**COMMONLY REQUESTED INFORMATION**

**Appeals or Grievances**

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

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

**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.
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 and Family Outreach Program
The Adams 12 Student and Family Outreach Program strives to ensure that all Adams 12 students have health insurance and access to needed health-related services. Our goal is for all Adams 12 students to be healthy and ready to learn, enabling them to succeed in all of their academic and social endeavors.

- We provide Medicaid/Child Health Plan Plus (CHP+) application assistance to families by meeting by appointment in their home school
- Qualify eligible students for Medicaid or CHP+ health insurance within 10 days
- Help families gain access to needed community resources

If you would like more information please contact us at 720-972-6249 or healthinsurance.adams12.org

Students’ Right to Expression (Supt. Policies 5650, 5670, 6260)
Superintendent 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 (Supt. 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 two 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 is $5.00.

Students who ride the bus one or more times within a month will be assessed a $15.00 monthly fee, with a $30.00 per month maximum per household. The maximum fee per household per school year is $300. The fees will be assessed to the youngest active student in the family even if he/she does not ride a bus. Students eligible for transportation as a related service within their Individual Education Plan will have their fees waived. Fees will also be waived for students who qualify for free or reduced price meal plans, participate in Title I school choice, or who are homeless. Information about payment options is available at [www.adams12.org/en/transportation](http://www.adams12.org/en/transportation) or by calling the Transportation Office at 720-972-4300.

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

Video and Audio Monitoring (Supt. Policy 3520)

Superintendent 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 (Supt. Policy 1200)

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, Superintendent 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 Superintendent Policy 1210, Public Conduct on School Property. Law enforcement or district security staff may also be contacted.

Parents or guardians who wish to view a videotape or listen to a recording may submit a written request to the Director of Security Services for tapes concerning district facilities and property. Written requests may be made to the Director of Transportation concerning district buses and vehicles. Superintendent Policy 3520 identifies circumstances under which requests may be granted or denied.

STUDENT HEALTH INFORMATION

Allergies, Immunizations and Medications at School

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

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

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

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

If a child is found to have head lice/untreated nits at school the child will be allowed to remain in school until the end of the school day. The child can be re-admitted to school once treatment is done at home. The child must report to the health office upon returning to have hair check for the presence of live lice/nite nits.

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.

Children should typically be kept home if the following symptoms are present. If you have questions, or are unsure of whether to keep your child home from school please consult with your physician, or call your school health aide or district registered nurse.
1. Rashes – Child should stay home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. Vomiting and Diarrhea – Child should stay home until symptom-free for one day.
3. Fever of 100 or more – Child should stay home until fever free for 24 hours.
4. Strep Throat – Child may return after 24 hours of antibiotic treatment and when symptom-free.
5. Common Cold – Keep you child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.
6. “Pink Eye” (Conjunctivitis) – Child should stay home until physician determines the infection is not contagious.
7. Impetigo – Child should stay home until your physician advises their return.
8. Chicken Pox – Child should stay home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.

9. Persistent Cough – Child should stay home if the cough is persistent or disrupts class.

10. Untreated drainage from a wound, eye or ear infection – Child should stay home until physician advises his or her return.

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

Medicaid Program

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

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.

Nutrition Services and Student Wellness (Supt. Policies 3700, 3710, 3720)

Superintendent Policy 3700 and its subsections describe the District’s commitment to promoting good nutrition and physical activities. Information about free or reduced price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available at each school’s kitchen or administrative office. Information may also be found on the District’s website under the parent resource link.

Schools along with parents can play a major role in reducing the number of overweight and obese children and youth. Schools are a place where students can gain the knowledge, motivation, and skills needed for lifelong physical activity and lifelong healthy eating habits and are also a place for students to practice these habits. Nutritional content of foods and beverages sold by Nutrition Services are available on the District’s website and in the school kitchens. In support of student wellness schools are expected to provide access to healthful items for fundraisers, classroom parties, and other school activities.

Superintendent Policy 3710 discourages the use of food as a reward, and prohibits the denial of food as a form of punishment. The policy further explains that physical activity should typically not be used as a form of punishment.

Immunizations (Supt. Policy 5410)

Superintendent Policy 5410 describes student immunization requirements consistent with Colorado law.

Children who do not meet the requirements listed in policy will be denied admission to school. All students must submit a completed Certificate of Immunization or Exemption upon enrollment.

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

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

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

Food Allergies (Supt. Policy 5415)

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

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

Administration of Medications at School (Supt. Policy 5420)

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

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

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

3. All medication is kept in a locked area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
   a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention.

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

5. All unused medication not picked up will be discarded by a registered nurse at the end of the school year.

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

Current versions of all polices referenced are available in their entirety at [www.adams12.org](http://www.adams12.org)