Meridian Elementary School

Student & Parent Handbook
2019—2020

Meridian Elementary School
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Meridian’s Mission & Vision

Thinking Differently, Expecting More.

In everything we do, we believe in challenging the status quo. We believe in thinking differently. We challenge the status quo by teaching students to think, empowering them to question, and inspiring them to make a difference. We create 21st century citizens. Want to join us?

Meridian opened its doors in 2004 with a focus on excellence. Working with the community, the name Meridian was selected with an emphasis on the meaning “Pertaining to the highest point.” Since that time, the staff, students, parents, and community have continued to work together to make this vision come true. We have received multiple recognitions over the years for our outstanding growth and high achievement results – and the Meridian community remains focused and committed to providing our students with learning opportunities that they will take with them into middle school, high school, college, and life.

We continually strive to improve our practices and results, while creatively finding solutions to any barriers that may exist to achieving our goals. The practices we use with our curriculum prepare students for the dynamic world in which we live. These practices include opportunities for creative and critical thinking, communication, collaboration, leadership, use of technology to create digital media products, service learning, and more. You will find that these practices look slightly different in Kindergarten than in a 5th grade classroom. We strive to cultivate these skills at developmentally appropriate levels and are proud of the learning our students demonstrate. We are honored that we have the opportunity to work with your children each day.
SCHOOL INFORMATION

MERIDIAN ELEMENTARY  720-972-7880
ATTENDANCE LINE      720-972-7937
CAFETERIA            720-972-7908
B.A.S.E. PROGRAM     720-972-7923 or 720-972-7909 during BASE hours

OFFICE HOURS - 7:15 a.m. – 3:15 p.m. Daily

SCHOOL HOURS – Kindergarten – Grade 5
First Bell          7:30 am
Tardy Bell          7:35 am
M, T, TH, F         7:35 am – 2:30 pm
Wednesday (Early Release)  7:35 am – 1:15 pm
Delayed Start       9:35 am (end times remain the same)
Delayed Start (Wed-Early Release)  Canceled – No School

If you arrive after 7:35 a.m. you are considered tardy.

B.A.S.E. HOURS
Before School       6:30 am – 7:35 am
After School (M, T, Th, F)  2:30 pm – 6:00 pm
After School (W)    1:15 pm – 6:00 pm
Delayed Start        8:30 am

*Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 2:30pm (1:15pm Wednesdays) at the designated pick up location.

**Staff is present to assist with the supervision of our students starting at 7:25 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes.

If it is prior to the end of the school day, please make sure to bring your driver’s license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver’s license to pick up your child.

School events and other information can be found at www.Meridian.Adams12.org
NEW STUDENT ENROLLMENT

REGISTRATION:
Registration forms are available at your neighborhood school, or can be downloaded from the Adams 12 website, www.adams12.org, and should be filled out in detail. It is ESSENTIAL to have the following information on file in case of illness or injury:
1. Current telephone numbers for home/employer/cell of both parents/guardians.
2. Names and telephone numbers of relatives/friends who should be contacted when parents are unavailable to pick up a sick or injured student.
3. Any disability or allergy should be noted on the health update form.

Please keep your information updated on the parent portal, so we can reach you in case of an emergency.

KINDERGARTEN ENTRANCE REQUIREMENTS: Any child who is five years of age before October 1st of the current year, is eligible to enter kindergarten.

NEW STUDENT DOCUMENTATION REQUIREMENTS:
2. Up-to-date immunization record
3. Two proof of residency in the Meridian attendance area from the current month (utility bill, lease agreement or contract). A driver’s license is not acceptable.
4. Name and address of previous school
5. Photo ID of parent/guardian registering the student

**Students may begin attending school 24 hours after all registration forms are complete and received by the front office before noon of the preceding day.

ONLINE STUDENT CHECK IN
We are excited to announce that the online check-in process opens this summer for our parents starting June 10, 2019. As a reminder, online check-in is the district’s check-in process for all students at all schools. In order to receive class schedules and teacher assignments before school starts, all parents/guardians must complete the online process by August 11, 2019. Schedules will be available in the parent portal starting on August 2 for those who have completed the process. Assistance with the online process is available by contacting the District Service Desk at (720) 972-4120 or visiting your child’s school.

For more information on the online check-in process, visit www.adams12.org/OnlineCheckin.

STUDENT WITHDRAWAL
Notify the school secretary/registrar, at 720-972-7882 at least one week prior to the students’ last day. The parent/guardian should state where you are moving, the name and address of the new school, obtain a withdrawal form, return all books and school materials, and pay all cafeteria, library and kindergarten tuition balances. Student records will not be forwarded unless we have a withdrawal form on file.
ATTENDANCE POLICY & PROCEDURE

ATTENDANCE POLICY
A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Daily attendance is required for the student to attain the maximum benefits from the educational process.

It is the responsibility of the student, and his/her parent or guardian to maintain the student's attendance in accordance with Meridian Elementary School and Adams 12 Five Star Schools calendars.

It is the responsibility of school personnel to keep accurate attendance records, to notify parents/guardians of non-attendance, and to process all absences in accordance with district policy and procedures and in compliance with the school attendance law.

7:30 a.m. – Student are dropped off and line up at their designated location to enter their classrooms.

7:35 a.m. – Student enter their classrooms. Attendance is taken. Instruction begins at 7:40 a.m.

7:36 a.m. – Students are considered tardy.

1:15 p.m. – Student dismissal time on Wednesday.

2:30 p.m. – Student dismissal time on Monday, Tuesday, Thursday, and Fridays.

TARDIES
A tardy is defined as the student entering school after the school start time of 7:35 a.m. and is considered a disruption to the learning environment. Instruction begins promptly each day and important information may be missed when your child is tardy.

ABSENCES
Absences are the non-attendance of the students in one or more class periods during the day. Excessive absences, either excused or unexcused, shall be addressed by school and district personnel. Appropriate intervening measures shall be taken.

Two types of absences will be documented: full-day and partial day. A partial absence is defined as the student entering or departing fifteen (15) or more minutes from the period start or end time.

The school day is divided into 2 periods:
- Period 1 – 7:35 a.m. – 11:00 a.m.
- Period 2 – 11:01 a.m. – 2:30 p.m.
Attendance is taken twice daily. If your child is absent for one full day, it is recorded on the report card as two absent periods (a.m. & p.m.).

Excused absences are defined as:
1. Absences caused by illness, injury, or physical, mental and/or emotional disability, or non-emergency medical/dental appointments (a doctor’s excuse may be required for extended absences)
2. Religious observances generally recognized by an established and bona fide religious organization
3. Family emergencies or hardships
4. Absences required by a legal body
5. Other reasons specified by law

Excessive absences are absences which, though excused under the previous definition, occur in such quantity as to affect academic performance and grades in a significant way.

REPORTING ABSENCES

Absences MUST be reported on Meridian’s attendance line, even if the teacher has been notified of the absence. This number may be called at anytime to report an absence or tardy. Please leave a message which includes the following:

1. Name of person calling
2. Relationship to student
3. Student’s name
4. Date(s) of absence
5. Reason for absence
6. Teacher’s name

Any absences not phoned in to the attendance line will be considered unexcused. Telephone calls will be made to parents whose children have not been called in on the attendance line or confirmed absent.

Please visit the parent portal to ensure you have updated phone numbers for this purpose. https://ic.adams12.org/campus/portal/adams12.jsp

STUDENT CHECK-OUT/TARDY PROCEDURES

A tardy is considered arriving at school after 7:35 a.m. An early departure is the equivalent to a tardy but is at the end of the day when you check out your student prior to the final bell at 2:30pm or 1:15pm on Wednesdays.

All students who are tardy (arriving after 7:35 a.m.) must report to the office for a tardy pass.

Parents/guardians must sign their child In/Out at the front desk when taking/returning students during the school day. Only the Parent/Guardians noted on the registration form will be allowed to take the student for the day. Individuals will not be allowed to take another student out during the day without a completed Student Pick-Up Authorization form which can be accessed in the front office.
When taking your child for an appointment, please do not ask to have them wait in the office. We will call your student down to the office while you sign them out. It is very important that students remain in the classrooms to participate in classroom instruction. Please allow time in your planning.

Students will not be allowed to sign themselves out or return home once the school day begins.

Parents/Guardians must show a Driver's License/State issued I.D. at the front office in order to check out their student.

PROCEDURES FOR HABITUAL ABSENCES OR TARDIES

Below is the course of action for student absences and tardies:

A student is labeled chronically absent if he or she is absent from school either excused or unexcused more than 10% of the school year based upon the possible attendance days for that academic year. If a student becomes chronically absent from school, an attendance letter will be sent home and an attendance contract will be created if they continue to miss school.

VACATIONS or EXTENDED ABSENCES

It is inevitable that students may take vacations or extended absences at least once during their elementary years. A school calendar is provided to help families plan as much as possible to schedule vacations during school breaks. Please be mindful that we need students here on assessment days. It is also important to know that parent and teacher conferences are times designated to meet with families. It makes it very challenging for our teachers to schedule conferences outside of these times. Please try your best not to schedule vacations on assessment days and conference days.

We believe traveling enriches our student experiences. If you should take an extended break, our teachers will not be able to send home a work packet ahead of time. Please consider having your child journal about their experience. Upon return, the individual teacher will follow up with your child.

VISITORS

To ensure the safety of all students attending Meridian Elementary, all visitors must use the AiPhone system at the main entrance to gain access to the building. Please remove apparel that may make identification through the camera difficult. Please be ready to present your driver’s license/state issued ID at the front desk, where you will receive a visitor’s badge.

If you are coming to volunteer in your student’s classroom or the staff workroom, and you have younger children, please find alternate supervision for them.

We discourage student visitors under the age of 18, in the classroom during school hours. Visitors are always welcome for lunch if they sign in at the front office.
Volunteering at Meridian

We are very grateful for our strong team of parent volunteers who support in providing a robust educational experience at Meridian. Our families can help our teachers with small group instruction, administrative tasks at school or home, or other tasks needed from the teacher. In an effort to promote a strong volunteer program that provides a safe, accountable and supportive environment, it is important to keep all information observed regarding any students confidential. Please reach out to your child’s teacher if you’re interested in volunteering so you can agree to and sign the volunteer Code of Ethics. We are sure they would love to have you. (Please place a link to the volunteer form)
### SCHOOL CLOSURE/DELAYED START

For school closure information please watch your local news station or check the district website, [www.Adams12.org](http://www.Adams12.org). You can also subscribe to the district text message alerts for this information.

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### DELAYED START

**THINGS TO NOTE FOR PARENTS**

#### COMMUNICATION

A delayed start or closure will be communicated in several different ways, including:
- District website
- Local media outlets
- Email and text message to parents
- District hotline (720) 972-4000, then press 7
- Social media (Facebook - Twitter)

#### START TIME

Families will add **two hours** to the start of the school day, including adding two hours to morning bus pick-up times, morning BASE and school start times at every level.

#### TRANSPORTATION

Morning bus pick-up will add **two hours** to the normal pick-up; afternoon bus drop-off times will not be adjusted.

#### HIGH SCHOOL

While all high schools will add **two hours** to the normal start time, the bell schedule is determined by each school, including Bollman Tech.

#### BOLLMAN TECHNICAL EDUCATION CENTER (BTEC)

BTEC classes will be available on a delayed start schedule for Thornton High School students due to their proximity to the BTEC campus. **All other students will remain at their primary high school campus.**

No busing will be provided to BTEC.

#### KINDERGARTEN

Morning and afternoon half-day kindergarten will be canceled; full-day kindergarten will start **two hours** after normal time.

#### PRESCHOOL

Preschool will be canceled districtwide.

#### BASE

Families with students in morning BASE will add **two hours** to the normal start of the program; afternoon BASE will not be adjusted.

#### NUTRITION SERVICES

School meals will be available at all schools.

Meal times will be adjusted based on the delayed start schedule.

#### EXTRACURRICULAR ACTIVITIES

Activities and field trips during the school day that require transportation will be canceled; after-school activities will be decided by each school.

Participation in non-district, statewide competitive activities will be determined by district leadership.

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Keep in mind, delayed start protocol will not be utilized on Wednesday due to districtwide early release day. School will either be closed or open.
SCHOOL COMMUNICATION

STUDENT MESSAGES

We understand there may be a change in routine or circumstances out of the ordinary on occasion. Please make arrangements with your child/ren before school (before 7:35 a.m.) to avoid confusion and a disruption to the classroom.

If you have an urgent message for your student, please call the office and leave the message with one of our office personnel. We will deliver non-urgent messages to students by the end of the school day.

SCHOOL-WIDE COMMUNICATION

Auto Dialer
The auto dialer service is utilized District wide. Parents/Guardians may receive reminder phone calls from the Adams 12 Administration building. This service is used to inform parents/guardians of necessary district wide information.

District Text Message Alerts
Text “Yes” to 68453 to receive text messages notifying you of safety alerts, or other important information impacting the Adams 12 Five Star School system. Reply “Stop” any time to opt-out of the messages or “Help” for assistance.

E-Mail
The primary form of communication from Meridian will be through an e-mail sent by School Messenger. Please be sure to have a valid e-mail address on file at the school. Information regarding field trips, PTO sponsored events, school related activities, dates and deadlines will be sent via e-mail. If you choose to opt out, you will no longer receive any messages.

School Website
You can e-mail your teacher directly or send an email to our general mailbox by going online to www.Meridian.Adams12.org. This is where you can locate our school event calendar and other information needed to keep you up to date regarding Meridian activities and events.

Updating Contact Info
Our intent is to keep parents/guardians informed on a regular basis, and to limit the amount of paper being sent home. Please make sure to keep your contact information up to date in the Parent Portal (Infinite Campus) to allow us to pass along this important information to you. If you are not receiving email messages, please log in to the Parent Portal to make sure we have the most up to date information on file for your child.

Please be aware that if your phone has an operator intercept with a message regarding “no solicitation,” the auto dialer will not be able to contact you.

COMMUNICATION WITH YOUR STUDENT'S TEACHER

When sending communication to our teachers and staff, please be thoughtful about the number of correspondences. Our students are best served when staff are able to spend time engaged in planning for instruction, teaching and supervising students to allow for continued growth and success.
Although teachers have telephones located in their classrooms, the district has disabled their ringer during instructional time. If you want to reach your child's teacher, you may do the following:

1. Call the classroom number and leave a voicemail. Teachers have been asked to check voicemail daily.
2. You may call the office, and they will deliver messages to your student’s teacher at the end of the day.
3. You may call the classroom teacher before or after school.

E-MAIL
You may also reach your student's teacher via e-mail directly from the school website. You can expect to hear back from staff during non-student contact time within 1-2 business days. All concerns communicated to administration may be shared with parties involved to ensure we are meeting the needs of students.

CLASSROOM COMMUNICATION
Every teacher sets up an individual system through which they communicate with parents regarding classroom learning and important updates. Please make sure you understand the system your child's teacher utilizes at the beginning of the school year.

LINES OF COMMUNICATION
If you have a concern or question with regard to your child's classroom or classroom teacher's policies, the recommended communication procedures should be followed.

1. Start with the classroom teacher.
2. If the classroom teacher is not aware of the situation, they can refer you to the appropriate individual.
3. If a resolution has not been reached at that level, you may then contact building administration. Administration will follow up with the classroom teacher and other individuals to ensure we are meeting the needs of students.

FORGOTTEN LUNCHES
Students are asked to place their lunches in the classroom lunch wagons as they arrive in the morning. In the event that they forget to do this during the first month of the school year, we will allow them access to their classroom to retrieve their lunch. Beginning the third week of September, if a student forgets to place their lunch in their lunch wagon, they will need to purchase a hot lunch. This will allow your child to eat a well-balanced lunch, for our student monitors to properly supervise all of our students, and for our office staff to manage our visitors as well as other daily responsibilities.

LOST & FOUND
Please mark names clearly and permanently on coats, backpacks, lunch boxes, etc. Students and parents should check the “lost & found” in the cafeteria. At varying times throughout the school year lost items will be displayed. Any items left unclaimed will be donated to a charitable organization. An email will be sent a week prior to the donation of unclaimed items.
FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community. Parents will receive notice of scheduled field trips well in advance.

Younger siblings are not able to attend school sponsored field trips. Please join your Meridian student on the trip and let their younger siblings enjoy time with friends or family.

It is a district requirement that a parent sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip. Field trip fees can be paid for online at www.PayForIt.net.

STUDENT FEES

Adams 12 Five Star Schools requests that all fees be paid online at PayForIt.net. The district provides this benefit free of transaction fees. You can view and make payments for all of your students fees through this site. Check, cash and credit will also be accepted at the front office.

PayForIt phone support: 800-572-6642

Pay your fees online:
➢ Field Trip fees
➢ Lunch account
➢ Library fines
➢ Transportation fees
➢ Activity fees
➢ BASE

Go to www.adams12.org/pay_student_fees, log into the Parent Portal or go to www.PayForIt.net

*Surplus Balances – If a student has a surplus balance in their Infinite Campus account, the credit will be applied to any outstanding fees. Any remaining balances will be refunded per Superintendent Policy 5630. (See Refund Policy)

CONSOLIDATED BILLING

Adams 12 Five Star Schools generates a monthly consolidated bill that is sent to all families. The consolidated bill will list all in district students in the household on the same bill. A hard copy of the bill will be mailed out in October and March. Consolidated bills can be paid at www.PayForIt.net.

For more information: http://www.adams12.org/departments/financial-services/billing

REFUND POLICY

Refunds for payment of student fees will be given if the following criteria are met:

1. Textbook/Calculator/Template replacement fines will be refunded only if the item is returned without damage.

2. Surplus Balances will be refunded per Superintendent Policy 5630. Surplus balances $25 or more will be processed for a refund twice a year, once during first semester (November) and once during second semester (March) unless extenuating circumstances exist. Students leaving Adams 12 Five Star Schools will receive a complete refund of any surplus if no fees are due.
WHEN IS SICK TOO SICK FOR SCHOOL?

When is sick too sick for school?

Keep your child home for any of the following symptoms:

**Fever**

If your child has a fever of 101°F or higher, keep them at home until the fever is below 101°F without using fever reducing medication. If the fever does not go away after 2-3 days or is 102°F or higher, you should consult with a healthcare provider.

**Diarrhea**

If, in addition to diarrhea, your child has symptoms of illness, has a fever, or is vomiting, keep them at home. A child should be diarrhea and symptom free for 24 hours before returning to school. If stool is bloody, even if the child has abdominal pain, fever, or vomiting, you should consult a healthcare provider.

**Vomiting**

If your child has vomited two or more times in a 24 hour period, or has additional symptoms, then keep your child home until the vomiting has stopped for 24 hours. If vomiting continues, consult with a healthcare provider.

**Coughing**

If your child has a severe, uncontrolled, rapid cough, wheezing, or difficulty breathing, keep your child at home and consult with a healthcare provider.

If symptoms are due to Asthma, provide treatment according to your child's Asthma Action Plan. When symptoms are controlled, send your child to school.

**Rash With Fever**

If a rash spreads quickly, is not healing, or has open, weeping wounds, you should keep your child at home and consult with a healthcare provider. A diagnosis and a written release to return to school should be provided by a healthcare provider to the school's health aide.

**Strep Throat**

If your child has a sore throat with fever, stomach ache, redness, or swollen tonsils, keep your child at home and consult with a healthcare provider. With a diagnosis of strep throat, keep your child home for the first 24 hours after beginning antibiotics.

**Vaccine Preventable Diseases**

Keep your child at home until a healthcare provider has determined that your child is not contagious.

- **Chicken Pox** - fever, headache, stomach ache, or sore throat, then a red, itchy skin rash develops on the stomach, face, and then limbs and back.
- **Measles & Rubella (German Measles)** - swollen glands, rash that starts behind the ears, then the face and the rest of the body, sore throat, mild fever and cough, red eyes.
- **Mumps** - fever, headache, muscle aches, loss of appetite, swollen saliva glands.
- **Pertussis (Whooping Cough)** - many rapid coughs followed by a high-pitched "whoop," vomiting, very tired.

**Parent Tips**

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. Here are some helpful ideas:

- Avoid letting your child stay home when it is not necessary. Consult with your school's health aide or School Nurse if you aren't sure.
- Communicate with school staff and teachers. The more the school knows about your child's health, the better prepared everyone will be to work together for your child.
- Make appointments in the late afternoon so your child misses as little school as possible.
- If your child is absent, be sure you get his/her homework assignments and follow up to see if the work is completed and turned in.

Childcare guidelines may vary for Early Childhood Education and RARE programs.

www.adams12.org
April 2017 Version 2

http://www.adams12.org/departments/health-services/should-your-child-stay-home
EXCUSED FROM GYM & PHYSICAL ACTIVITIES

The physical education program and recess activities have many educational, healthful and social values. Therefore, the health service 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 participate in these programs.

SAFETY

SAFETY DRILLS
Safety is a priority at Meridian. Safety drills are conducted throughout the year to ensure students and staff are well prepared in the event of an emergency. As necessary, the school will inform parents of pertinent information in the event of an actual emergency. Please review the safety protocols below with your child. We will work with Broomfield Police Department, Fire Department and Adams 12 Safe & Secure Department to conduct lockdown/lockout, fire and tornado drills. Please use the protocol below to discuss drills with your child. If your child comes home and informs you of a lockdown, you will be able to support them in knowing it was a regularly scheduled drill.

SAFETY & SECURITY: Types of Action

**LockOUT**
Building is locked and students are brought inside as a precautionary measure based on activity in the area.

**Examples:**
- Law enforcement activity such as serving warrants in a nearby location
- Report of dangerous wildlife in area

**Action:** Monitoring

**How will you know?**
- Email to parents
- Further communication as needed if the situation impacts daily operations.

*Please remain at home until receiving further communication.*

**LockDOWN**
Building is put on lockdown due to danger inside or very near the building. All students and staff are in lockDOWN. Locks, Lights, Out of Sight

**Examples:**
- Threat inside the school
- Emergency or dangerous situation very near the building

**Action:** Activate with district and emergency responders

**How will you know?**
- Phone call (auto dial) to parents
- Text to parents (if opted-in)
- Email to parents

Updated communication as situation progresses and as needed.

*Please remain at home until receiving further communication.*

**Evacuate**
Students and staff are moved to a new or safe location due to a situation in or near the school building.

**Examples:**
- Gas leak in the school
- Unforeseen situation near school affecting release times

**Action:** Activate with district and emergency responders

**How will you know?**
- Phone call (auto dial) to parents
- Text to parents (if opted-in)
- Email to parents

Updated communication as situation progresses and as needed.

*Please remain at home until receiving further communication.*

**Shelter**
Students and staff we instructed to take shelter due to a situation in or near the school.

**Examples:**
- Tornado, earth quake, in other words, take shelter

**Action:** Activate

**How will you know?**
- Email to parents
- Further communication as needed if the situation impacts daily operations

*Please remain at home until receiving further communication.*

**Reunification**
As a result of any of the above scenarios, students may need to be reunited with parents through a controlled release at the school or a reunification at a new location.

We want to reunite students with parents as soon as possible during an emergency situation. We will work with police and fire agencies to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your child are reunited safely.

Here are some tips for your role in reunification:

1. **Stay Home**
2. **Stay Informed**
3. **Be Ready**

Watch a video on your role during a reunification at [www.adams12.org/safety](http://www.adams12.org/safety)

**HOLD**
Hold is called when the hallways need to be kept clear due to a situation inside or outside of the building.

Students and staff are instructed to clear the halls and remain securely in a classroom until the situation is resolved. Behind doors it’s business as usual, although students may remain in class longer than the dismissal bell.

Visit [www.adams12.org/safety](http://www.adams12.org/safety) to learn more about district safety protocols, update your contact information and sign up for text message alerts.
The safety of your child is our top priority. In order to have a successful learning environment, it is absolutely necessary that students and staff of Adams 12 Five Star Schools are safe. The following is a guide for parents to understand our process and to help maintain safe and secure schools in our district.

LOCKOUT: Secure the Perimeter.

During a lockdown the perceived DANGER IS OUTSIDE of the school. School administrators, faculty, and staff move all students and activities inside and ensure the building perimeter is secured - building and windows locked. The district encourages staff to have greater situational awareness while maintaining normal classroom activities with minimal interruption or distractions.

LOCKDOWN: Locks, Lights, Out of Sight.

During a lockdown the perceived DANGER IS INSIDE or very near the school building. When a school goes into lockdown, a “Security Alert” broadcasts inside and outside the school via the public address system. Students and staff are trained to follow lockdown protocols on a yearly basis. The expectation is that classroom doors are locked and secured, lights are turned off, and students and staff move to a safe location. Students are encouraged to remain quiet. Students and staff are released by district or emergency personnel.

Decision Makers

In the unfortunate event of a school emergency, many people play a role in ensuring the safety of our students:

Local Law Enforcement and Fire Services
Local law enforcement and fire services is in constant contact with district safety and security personnel. Law enforcement and fire services may be in charge of a particular situation and call for any safety protocol, or may be in an advisory role with district personnel.

District personnel
District safety and security members, as well as district administration, may manage an emergency or call for any safety protocol. Communications Services works with school staff to communicate needed information or updates to parents and guardians. District personnel also includes our crisis response and crisis recovery teams, transportation, and other departments as needed.

School personnel
 Principals or staff may initiate any safety protocol based on a perceived threat. School staff will work with district safety and security personnel to ensure protocol and next steps.

Parents and community members
Any parent or community member can call the school, district or local law enforcement to report any suspicious activity or perceived threat to the school or district. Safe2Tell provides a safe, easy way to report information about anything that is a concern to school or community safety. To anonymously report a safety concern please call 1-877-542-SAFE (1-877-542-7233) or go online at safe2tell.org/submit-tip.

PARENT TIPS
Visit www.adams12.org/safety for tips on what to do during an emergency situation and how to talk with your child afterwards.

SAFETY REMINDERS FOR STUDENT’S WHO WALK
It is everyone’s responsibility to ensure student safety while students are walking to and from school. Because of the unique configuration of our building, there are many places for children who are walking to cross the street. Please give your student these safety reminders when walking to school:

1. Always walk to school with a buddy
2. Never talk to strangers or anyone you don’t know.
3. Always look both ways before crossing any street.
4. Cross the street at the intersection where you see a crossing guard.
5. Students should report suspicious or unsafe behavior to a staff member immediately.

PETS ON SCHOOL GROUNDS
In an effort to keep our school feeling safe for all students and families, we ask the pets remain off school grounds during school hours. We appreciate your cooperation with this request.

BICYCLE RIDERS
When a child arrives at school with his/her bicycle, he/she should walk it directly to the bike rack at the East side of the building and leave it there until they are ready to go home. For safety reasons, children are not permitted to ride their bicycles on the school grounds. The school expects all bicycle riders to refrain from riding over school lawns or private property. Children are expected to follow traffic rules applying to bicycle riders.
SKATEBOARDS, ROLLER BLADES, SNEAKER SKATES
Skateboards, roller blades and sneaker skates (heelies) are not to be brought to school, or used on school grounds. Students wearing sneaker skates will be asked to remove the wheels and parents can pick them up at the end of the school day.

PARENT DROP-OFF
The drop-off zone is strictly for a 1-2 minute stop; please do not park in No Parking Zones. There are several areas to park around the outer perimeter of the school. We appreciate your consideration with these efforts. We ask that you do not bring your child to school before 7:25 a.m., as there will be no supervision before. Students will be allowed into the building at 7:30 a.m.

SAFETY REMINDERS FOR CHILDREN

When Walking:
1. Always look all directions before crossing a street.
2. Stay on the sidewalks or pathways surrounding the school.
3. Cross streets only at crosswalks or intersections.
4. Wait until you are sure the cars are stopped and the drivers see you before crossing.
5. Do not walk alone, if possible. Groups of two or more children are more visible than one child.

When Riding a Bicycle:
1. Ride on the right side of the road with traffic, not against it.
2. Use marked bike lanes where available.
3. Know and obey signs, traffic signals, and rules of the road.
4. If riding on a sidewalk, travel at a safe speed; be in control at all times, yield to pedestrians, only cross streets at intersections, and dismount before crossing the street.

SAFETY REMINDERS FOR PARENTS/MOTORISTS
Please remember the following traffic safety information when traveling in a school zone:

1. Watch for children running into the street, particularly from between parked cars.
2. Be alert for children at designated school crossings and other crosswalk locations.
3. Obey speed limits, especially school zone speed limits during school hours. Take your time!
4. Do not stop, stand, or park on or near crosswalks or other designated "NO PARKING" zones.
5. Use designated student-loading zones to drop off and pick up your child.
6. Do not block bus loading zones, crosswalks, & intersections while waiting to pick up your child.
7. Respect the "NO PARKING" and "NO STOPPING OR STANDING" signs.
8. Never drop off or pick up your child on the far side of the street from the school.
9. Do not make U-turns in school zones or within crosswalks.
Do not make U-turns in school zones or within crosswalks.

**PARKING LOT**
Entrance closed from 7:25-7:35 a.m. and 2:25-2:35 p.m.

**BUS LANE DROP**
OFF Drop off permitted ONLY after buses have exited. Street sign in a.m. indicates when lane is closed for drop off.
A recess break is provided for all children at their lunch period. Additional recess breaks are at the discretion of the teacher. Recess breaks are held outside whenever possible. Children should dress appropriately for the season in a manner that prepares them to be comfortable outside during recess. They should wear warm clothing and boots during cold and wet weather.

Meridian policy is that when the “feels like” temperature is below 15 degrees, the recess breaks will be held indoor. The decision to hold indoor recess for Kindergarten students may be made independent of the other grade levels due to the location of the playground and existing conditions.

The following conditions may also warrant indoor recess:

- Heavy precipitation
- Lightning
- High winds
- Unsafe playground conditions

### PLAYGROUND RULES

<table>
<thead>
<tr>
<th>Must-Do</th>
<th>Looks like…</th>
<th>Sounds like…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect Yourself</td>
<td>*Stay within playground boundaries (not beyond goals)</td>
<td>*Voice Level 4</td>
</tr>
<tr>
<td></td>
<td>*Line up quickly when the bell rings and stay on the sidewalk</td>
<td>*Solve problems with positive words, tell an adult if needed.</td>
</tr>
<tr>
<td>Respect Others</td>
<td>*Include others in games, teach them if necessary</td>
<td>*Have an adult choose captains when playing team sports</td>
</tr>
<tr>
<td></td>
<td>*Take turns and share</td>
<td>*Use “feel good” words</td>
</tr>
<tr>
<td></td>
<td>*Avoid chasing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Keep rocks, snow, and sticks on the ground</td>
<td></td>
</tr>
<tr>
<td>Respect Property</td>
<td>*Use playground equipment appropriately</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Return loose equipment to storage bins</td>
<td></td>
</tr>
</tbody>
</table>

* **TOYS AT SCHOOL**: We understand the desire for students to bring their favorite toys to play with during recess; however, we ask that their toys remain at home in order to avoid being lost or distracting during the school day. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc., but please remember, that **at no time is it appropriate for students to bring toy guns, toy knives, or other toy weapons of any kind.**

** Teachers may request any items that become a distraction to learning in the classroom remain at home. This includes, but is not limited to, fidget spinners, putty, collectible playing cards, etc…
SCHOOL-WIDE
POSITIVE BEHAVIOR SUPPORT PLAN

Through the implementation of SHINE we will foster a growth mindset, positive behavior, and build 21st Century leaders.

S – Strive for Excellence
H – Help Create a Safe Environment
I – Include Others
N – Navigate Challenges
E – Embrace Mistakes

PHILOSOPHY:
The basic premise of our behavior program is that we want to simultaneously teach and reinforce with our students our standards for behavior in our school. This includes student behaviors in the classroom, in common areas, at recess, and on the school bus. The three primary components of this program are:

1. Common language and expectations established with the entire school community, communicated regularly with the students.
2. On-going teaching, reinforcing and reminding students about the expectations and standards for positive behavior.
3. Regular recognition of students’ efforts in all aspects of their day-to-day behaviors during the school day.

PROGRAM IMPLEMENTATION:
We will start our school year with a token system that rewards students in all locations throughout the school day including the cafeteria, classroom, hallways, and playground. Students will be issued a “Good for You” award for their positive behaviors, and with their teacher’s help, they will keep them in their classroom. As students reach their individual goals, they will have an opportunity to ‘cash-in’ their awards. The rewards are determined by each grade level. These rewards can include an office prize, class reward and recognition from an administrator.

For students who seem to have difficulty remembering our behavior standards, they’ll receive a Whoa! form which is simply a reminder that they need to slow down, think before they act, and be safe in our school. Our goal is to promote a safe and orderly atmosphere for learning. These gentle reminders are intended to help students identify an area where they may be struggling to follow the school rules.

This program is in addition to our district-wide discipline policy which is intended for more serious disciplinary offenses. If a student violates a safe schools policy, is extremely disruptive in the classroom, threatens to physically harm (or actually does harm) another student, they will receive a district referral. The discipline matrix located in the back of our handbook reflects the range of consequences for any such action. If a student receives a discipline referral, the school administration will adhere to our district’s due process standard which includes a thorough investigation into the incident. Parents will be notified in the event a discipline referral is written to a student. If parents are unable to be reached by phone, a letter will be sent home with the student explaining the incident.
CLASSROOM BEHAVIORAL STANDARDS:
Teachers will also be implementing our Positive School-wide Behavior Support System, but each classroom or grade level may have an additional policy explaining in depth the particulars of their policy. We want to work with our students to make sure they know our school-wide and classroom behavioral expectations and each grade level's policy will clearly reflect that philosophy.

REPORTING PROGRESS / ASSESSMENTS

Students in grades K–5 will receive semester progress reports. The assessment & report dates are as follows:

**Assessment Day:** September 3rd Student’s should report to their classroom at the appropriate time scheduled with their teacher. Please watch for a sign up from your child’s teacher one week in advance.

**FALL:** Parent/Teacher Conferences: October 8th & 9th.
You can expect to receive your students' beginning of the year assessment results, as well as their current classroom performance.

**Assessment Day:** January 17th Student’s should report to their classroom at the appropriate time scheduled with their teacher. Please watch for a sign up from your child’s teacher one week in advance.

**1st Semester Grade Report:** Report cards will be sent home on or before January 10th

**SPRING:** Student Led Conferences: February 12th
You can expect to hear about your child’s progress and growth. Student’s may share a portfolio and/or work they have created this year. Your child must attend this conference.

**Assessment Day:** May 1st Student’s should report to their classroom at the appropriate time scheduled with their teacher. Please watch for a sign up from your child’s teacher one week in advance.

**2nd Semester Grade Report:** Report cards for all students will be sent home on May 21st
What is Standards Based Grading?

At its core, standards-based grading is a system where teachers report scores based on a student’s academic achievement in relation to the state standards. The purpose is to increase student achievement by clearly communicating a student’s progress toward learning outcomes in a timely, accurate, fair and specific manner.

Glossary of SBG terms...

**Assessment** - An evaluation of individual student achievement, such as a test, lab, project, written work, or presentation; assessments are given after a period of instruction and practice and are based upon specific standards.

**GRC (Grade Reporting Criteria)** - Major learning goals for each content area that represent a synthesis of district and state standards.

**Practice** - Frequent, ongoing opportunities (like classwork, homework, and other assignments and activities) for students to practice and explore learning, as well as an opportunity to receive feedback from teachers regarding progress toward standards.

**Proficiency Level** - An indication of individual student learning in respect to a specific GRC (1, 2, 3, 4).

**Rubric** - A tool used to provide students clear expectations for their work. The details will explain what constitutes each level of proficiency.

**SBG (Standards Based Grading)** - Schools report out solely on a student’s academic achievement to make a true assessment of the student’s present attainment of learning.

**Determination of Proficiency.....**

As students learn new material they are in the process of developing their knowledge and skills and their early marks may reflect that; think of that wobbly bike! Early attempts at mastery do not count against students (as the attempts did in a percentage-based system), rather each new assessment provides the opportunity to demonstrate what they know at that particular time. Remember, students are measured against the standard, not each other or a norm, and their goal is to meet the standard; think of riding their bike without you running alongside! Final marks, NOT assigned until the end of a class term (think MAY for a yearlong class!), are used to reflect an overall level of proficiency for each GRC. Teachers make those determinations by reviewing data collected throughout the entire class term then noting trends in achievement.
Meeting the standard...
If your student is consistently performing at the 3 level, this means your students is showing proficiency as related to the grade-level state and district content standards and that you student knows the material and/or skills well. It means that s/he can demonstrate her/his knowledge without scaffolds for learning or expression of knowledge. That is excellent! Once your students reach proficiency and are clearly confident in the use of the newly mastered material and skills, they could challenge themselves to achieve a 4 in the various standards.

Exceeding the standard...
Through many practice assignments and nearly every assessment, students will have an opportunity to earn a 4. In order to show advanced understanding of a standard, student should show complex understanding of a skill or concept and be able to apply the skill or concept to a real-world situation or complex problem beyond the context presented or discussed in class. Be sure to look at the rubrics for projects, labs and written work then discuss the requirements to exceed mastery of a standard. If you and your student feel the work is something of which s/he is capable, support them in making that leap!

Where to find even more information...
The best place to find additional information in regards to Standards Based Grading is through our district website www.adams12.org. Once there, click on the parents tab, then scroll down until you see student learning. Once there, scroll down to where it says Standards Based Grading and take a few minutes to read the FAQ’s, watch the explanation videos and access any of the additional resources that help make this clearer. Standards Based Grading allows us the opportunity to focus on student learning and provides a mindset of continuous improvement.
## Scholarly Habits
A set of guiding principles that support our learning and interactions with each other inside and outside of the classroom.

<table>
<thead>
<tr>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceeds Expectation</strong></td>
<td><strong>Meets Expectation</strong></td>
<td><strong>Partially Meets Expectation</strong></td>
<td><strong>Does Not Meet Expectation</strong></td>
</tr>
<tr>
<td><strong>Respect:</strong> Scholars value their work, their interactions with others, and who they are as a person.</td>
<td>Always on task and often one of the first to participate. Sought after by peers as a positive leader.</td>
<td>On-task. Works well with peers. Follows directions.</td>
<td>Often distracted or off-task. Often distracting others. Difficulty working with others in a group. Struggles to follow directions.</td>
</tr>
<tr>
<td><strong>Preparation:</strong> Scholars are prepared and ready with all the necessary tools for learning.</td>
<td>Takes extra steps to ensure preparedness.</td>
<td>Completes homework. Comes to class prepared.</td>
<td>Many missing assignments. Often unprepared for class.</td>
</tr>
<tr>
<td><strong>Risk Taking:</strong> Scholars take intellectual risks and think outside the box.</td>
<td>Looks for ways to challenge self to try several new techniques and strategies for reading, writing and learning.</td>
<td>Tries out many new techniques and strategies for reading, writing and learning that are presented in class.</td>
<td>Does not attempt new techniques and/or strategies presented in class.</td>
</tr>
<tr>
<td><strong>Perseverance:</strong> Scholars don't give up. They keep going, even when the work is hard.</td>
<td>Thrives when challenged &amp; seeks opportunities for challenges within content instruction and work.</td>
<td>Shows initiative and stamina when engaging with content instruction and work.</td>
<td>Struggles with the demands to engage in content instruction and work.</td>
</tr>
<tr>
<td><strong>Excellence:</strong> Scholars take pride in their work and seek to achieve excellence.</td>
<td>Takes initiative to ensure that the quality of their work demonstrates their achieved mastery of the content.</td>
<td>Quality of work shows understanding of the content as well as pride in learning.</td>
<td>Quality of work shows minimal understanding of the content and/or pride in learning.</td>
</tr>
</tbody>
</table>

For further information regarding standards at each grade level, please click the following link: https://www.adams12.org/departments/curriculum-instruction/standards-and-report-cards
**ASSESSMENTS**

At Meridian, we believe that assessment is the key that drives instruction. We implement all standardized assessments mandated by the district and the state, as well as daily and on-going informal assessment that allow us to further monitor your child’s progress.

<table>
<thead>
<tr>
<th>Test</th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAP: Reading &amp; Math</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td><strong>Kinder:</strong> once yearly</td>
</tr>
<tr>
<td><strong>Reading Inventory</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1st-5th: 2-3 times per year</td>
</tr>
<tr>
<td>PALS = K – 3rd grade</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>2-3 times per year</td>
</tr>
<tr>
<td>Writing Assessment</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>At the end of each writing unit</td>
</tr>
<tr>
<td><strong>CMAS Reading/Writing</strong></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td><strong>TBD based on final schedule from CDE</strong></td>
</tr>
<tr>
<td><strong>CMAS Math</strong></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CMAS Social Studies</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>CMAS Science</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>WIDA Access English as Second Language Only</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td><strong>Once Yearly</strong></td>
</tr>
</tbody>
</table>

**CMAS testing window** will be determined upon schedule completion from CDE. Testing dates and times will be emailed to parents/guardians once this schedule has been finalized.

Please make every effort to have your 3rd, 4th, and/or 5th grade student attend school during the CMAS testing window. This allows the teachers to more efficiently & effectively administer the test without the need to schedule make-ups.

---

**Meridian Advanced Academic & Gifted Services**

*Gifted and Talented Education in Adams 12 Five Star Schools*

At Meridian, our vision is to assure that gifted children grow socially, emotionally, and academically to become well-adjusted contributing members of society. --CAGT

In Adams 12, our mission is to serve the academic needs of gifted and advanced learners, while supporting their unique social-emotional needs in a nurturing environment. We are dedicated to providing instruction that challenges and motivates Gifted & Talented learners to achieve at an optimal level. Programming is based on gifted best practices and is designed to help students navigate their growth and develop their full potential. Schools may implement programming options differently to meet the needs of their students. Gifted programming in Adams 12 includes:

- Advanced Curriculum & Extensions
  *Provides the rigorous and challenging learning experiences necessary for meaningful academic growth for gifted and advanced learners through increasing the level of depth and complexity.*
Differentiated Learning Pathways
*Provides an education at the appropriate level of readiness and challenge through the content, process, product, or environment approach.*

Individualized Opportunities & Enrichment
*Actively engages and motivates gifted and advanced learners through interests and relevant, purposeful learning opportunities*

Social-Emotional Learning
*Focuses on developing the whole child by balancing empowerment and accountability through addressing the unique individual, social-communication and leadership, and cultural competencies.*

For specific school based questions about Gifted & Talented program offerings, please contact the school’s GT Coordinator or your classroom teacher. If you are interested in finding out more about Gifted & Talented identification in Adams 12, please visit our web page at http://www.adams12.org/departments/gifted-advanced-academics/identification-assessment

**B.A.S.E.**

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 #720-972-7923 or https://meridian.adams12.org/base.

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

**EXTRA-CURRICULAR PROGRAMMING**

As part of our on-going efforts to assist in educating the whole child, we offer after-school activity programs with a broad selection for students to choose from. Some courses will be tuition based.

<table>
<thead>
<tr>
<th>After School Activities (classes subject to change)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrakadoodle</td>
<td>Choir</td>
</tr>
<tr>
<td>Bricks 4 Kidz</td>
<td>Battle of the Books</td>
</tr>
<tr>
<td>Chess</td>
<td>Drumming</td>
</tr>
<tr>
<td>Karate</td>
<td>Running Club</td>
</tr>
<tr>
<td>Sticky Fingers</td>
<td>Spelling Bee</td>
</tr>
<tr>
<td>Spanish</td>
<td>APEX Fair</td>
</tr>
<tr>
<td></td>
<td>Student Council</td>
</tr>
</tbody>
</table>
About Our Library:
The Meridian Library is a hub of learning in the heart of our school. Through collaboration with other teachers, the librarian teaches and integrates information literacy and digital skills to classes while they research assigned curricular topics. Our library actively supports student achievement by providing students with reading material to pursue their own personal interests.

Checkout Guidelines:

**Due Dates:**
- **Books — Two Weeks**
Library materials may be renewed if needed. Books will have the date stamped inside the book.

- **Magazines — One Week**

due

Kindergarten students may check out one book at a time.

First and Second graders may check out two books at a time.

Third, Fourth and Fifth graders may check out three books.

**Lost and Damaged Books**
The Meridian Library does not charge fines for overdue books. Notices will be sent out weekly to gently remind students of late books and materials.

We encourage all borrowers to practice careful handling procedures with all library materials. **Please be aware that many, many books are damaged due to water bottles leaking in backpacks.** We encourage students to carry books back and forth from school in Ziploc bags to help protect them. Please stress to your child that books should be kept away from food, water/liquid, puppies that chew, and toddler age siblings who do not yet take proper care of books. Your support is greatly appreciated.

We do charge a fee for book damage. If barcodes are peeled off, water damage occurs, the book is scribbled in, or pages are torn, a note will be sent home notifying parents of the problem and the cost. Students with damaged books will not be allowed to check out again until the fee is paid.

Books that are lost or significantly damaged (such as water/liquid damage and puppy chews) will need to be paid for in full as the books will need to be replaced. If a lost book is found in good condition and returned within one year, the money will be refunded. All books need to be returned or paid for before the library closes. Fines can be paid online at [www.PayForIt.net](http://www.PayForIt.net)

Our library program is an integral part of each student’s journey as a life-long learner. For more information regarding the Meridian Library and for helpful websites, visit the Library page on the Meridian Website.

**24/7 Electronic Resources**
Our library has database subscriptions to WorldBookOnline, Pebblego, PowerKnowledge Science, and more. We also have some ebooks and audiobooks online. You can access these resources by going to www.mackinvia.com and entering the following:
User Id – meestu Password – mustang School Field – leave blank

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.payfort.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 720-972-7908.

Celebrate the Healthy Way

Good nutrition and the value of healthy food choices are often taught in the classroom. However, many times foods served for birthday celebrations, are low in nutrients and high in calories. This sends them a mixed message— that good nutrition is just a part of their education and is not important to their health. To send the right message and to keep our children healthy, teachers, staff and parents can work together to offer healthy classroom celebration alternatives.

Aim to take the FOCUS off of FOOD

From birthday parties to holiday celebrations, there are many celebrations in schools. Along with the fun usually comes donuts, juice, cake, candy and chips and as many as 500 EXTRA calories in a typical classroom party. Offering so many treats so often can contribute to unhealthy eating habits. Please check with, and respect the requests of, the teachers when planning to bring in classroom treats or selecting an activity from their birthday activity menu.

Benefits of Healthy Celebrations

Healthy Kids Learn Better— Research clearly demonstrates that good nutrition is linked to better behavior and academic performance.

Provides Consistent Messages— Providing healthy classroom celebrations demonstrates a school commitment to promoting healthy behaviors.

Promotes a Healthy School Environment — In order to positively change eating behaviors, students need to receive consistent, reliable health information and ample opportunity to use it. Healthy parties are a great way of doing that.

Creates Excitement About Nutrition — Children are excited about new and different things, including fun party activities and healthy snacks.
Healthy Food Ideas

- Fresh fruit kabobs
- Dried fruit (with little or no added sugar)
- Vegetable trays with hummus/low-fat dip
- Sunflower seeds
- Fruit smoothies
- Low-fat granola bars
- Pretzels
- Graham crackers

- Low-fat cheese
- Whole grain crackers
- Baked tortilla chips and salsa
- String cheese
- Low-sugar yogurt parfaits
- Light or low-fat popcorn
- Applesauce

Instead of serving sweets, offer healthy, nutritious snacks in appropriate portion sizes.

TRANSPORTATION

SCHOOL TRANSPORTATION INFORMATION
Elementary Schools

IMPORTANT PHONE NUMBERS / Office Hours 4:45am-6:00pm
Main Number 720-972-4299
Emergency Dispatch 720-972-4300

Some of our most important rules, which have been established to prevent behavior that could be dangerous to life, safety and comfort, follow. Please talk with your student(s) about these rules. It is important they understand that to continue riding the bus, these rules need to be followed.

WAITING AT THE BUS STOP:
1. Arrive on time, but not too early (five minutes before scheduled time). Students arriving too early are unsupervised.
2. Stay off private property. Nearby homes and yards are not part of the bus stop.
3. Do not play or stand in the street.
4. Remember, no matter how late the bus is, all stops will be made.

GETTING ON THE BUS:
1. When crossing the street to or from a stopped bus, cross at least ten feet in front of the bus. (NEVER rush behind the bus.)
2. Wait in line for an approaching bus at least six feet from where the school bus is to come to a complete stop. NEVER rush toward a moving vehicle or crowd and push to board the vehicle. If you are not going to cross the street after leaving the bus, move back from the curb to allow the bus to continue on its route. Bus stops are scheduled and students assigned to that particular stop based on the number of students expected to ride the bus, therefore students may load and unload the bus only at the location to which they have been assigned.

RIDING ON THE BUS:
1. Obey the directions of the driver.
2. Did you know it's a state regulation? When crossing railroad tracks, and upon signal from the driver, all passengers are to be quiet and remain quiet until all railroad tracks are crossed.
3. Students need to remember not to damage district vehicles. Students and their parents are financially responsible for the damages they cause on the district vehicles, so writing on and damaging seats or walls of the bus is unacceptable.

4. No exiting through windows, emergency hatches or emergency door without permission.

5. Flame or spark-producing devices are not allowed on the school bus.

6. The following items may NOT be transported on the bus:
   - Animals/pets, living or otherwise.
   - LARGE ITEMS (i.e., band instruments, science projects. "Rule of Thumb"—items that protrude into aisle, extend above seat back, or occupy space of another student can’t be transported.
   - NO SKATEBOARDS OR SCOOTERS may be transported at any time.
   - NO BALLOONS

RIDING THE BUS WITH A FRIEND:
   If your child would like to ride the bus with a friend, you must have a note stamped by the front office to get on the bus. Please write your child’s name, parent contact information and the name of the child they would like to ride home with. Bus drivers have been instructed not to allow student’s on the bus if they do not have their bus ID or a stamped note from the main office. If you have further questions, please contact transportation at 720-972-4300.

BUS PASS CARD:
All students, using district transportation to commute to and from school are required to have a bus pass card. If your student uses district transportation and currently does not have the required bus pass card, please call 720-972-4331 or www.adams12/departments/transportation. The bus pass card will be valid as long as your student is enrolled in Adams 12 Five Star Schools. There is no charge for the initial bus pass card. If your student loses their pass, a $5.00 replacement card can be purchased at the Transportation Facility located at 1350 E. 126th Ave, Thornton, CO 80241.

MERIDIAN SAC/PTO
http://meridian.adams12.org/pto

The purpose of the SAC is to engage the community in the success of Meridian Elementary in providing educational experiences to ensure students reach their full potential.

The main purpose of the PTO is to create a positive partnership between parents and teachers and to raise funds to benefit the school, teachers and students.

SAC - School-Level Accountability 5:00 pm – 5:30 pm
PTO – Parent Teacher Organization 5:45 pm – 6:45 pm

PTO BOARD MEMBERS
President, Nicki Hulstrom
Vice President, Jill Marco
Secretary/Student Directory, Corinna Salazar
Treasurer, Pippa Antush
Asst. Treasurer, Emily McKevitt
Staff Appreciation Co-Chair, Michelle DeBell
Staff Appreciation Co-Chair, Sherri Flageolle
Event Coordinator, Melissa Schwartz

Fundraising Coordinator, Alycia Marrapodi
Box Tops Coordinator, Joanne Bliss
Home Room Parent Coordinator, Liz Mooney
New Family / Facebook Coordinator, Kristy Niedermuller
King Soopers/Safeway Cards, Nikki Leverone
Teacher Liaison, Erin Dupper
**Adams 12 Five Star Schools**  
1500 East 128th Avenue  
Thornton, CO 80241  

**SCHOOL CALENDAR – 2018-2019**

<table>
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**Calendar Information**

- **First Day of School for Students:** August 13, 2018  
- **Last Day of School for All Students:** May 24, 2019

**Subject to Revision**

**Approved:** January 31, 2018

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**Base Closed:** August 6-10, 2018  
**Summer Base Open:** May 21 - August 5, 2018  
**Base Open:** August 13, 2018 A.M. and P.M.
DISTRICT INFORMATION

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   b. Homeless Students Notification
   c. Notification of Rights (FERPA & CORA)
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   j. Student and Family Outreach Program
   k. Parent Letter with Chart
Adams 12
Five Star Schools

Student Code of Conduct

&

Notification of Rights and

Responsibilities of

Students and Parents
About this Document

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](http://www.adams12.org).
- Policies may also be reviewed in the administrative office of any district school or by calling the Adams 12 Educational Support Center at 720-972-4000.
- Policies are subject to change as necessary at any time during the school year.
- Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication.
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LEGAL NOTIFICATIONS

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

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

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

Homeless Students Notification (District Policy 5270)

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

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

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

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

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

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

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

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

Additionally, the Colorado Open Records Act generally requires education records to be furnished within 3 days of the day the School receives a request for access.
FERPA Notice for Directory Information (District Policy 5300)

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

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

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

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

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

Student Sex Offenders (District Policy 5900)

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

http://ide3.state.co.us/edwww/Sex_Offender/ST_Pdfs/schoolresourceguide/registration.pdf

OR


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

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

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

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

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

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

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

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:
  - Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
  - Administration of any protected information survey not funded in whole or in part by ED.
  - Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8320

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

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

Nutrition Services (District Policy 3700)

Nutrition Services (District Policy 3700) District Policy 3700 and its subsections describe the requirements for the National School Lunch and Breakfast programs and Adams 12 Five Star Schools’ commitment to promoting good nutrition and ensuring safe food practices. Information about free or reduced price meals, costs of meals, à 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](http://www.adams12.org/nutrition)

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

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

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

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

Account Management and Payment Options Propayment is encouraged via cash, check, or online at [payfort.net](http://payfort.net). At Payfort, 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](http://www.adams12.org) in the school kitchen and from the Nutrition Services office located at 1500 E128th Ave, Thornton, CO 80241.

3
Meal charges are communicated via automatic emails to families for students with negative balances until the account is brought current. Additionally, the kitchen manager may place a personal call home or send an Outstanding Charge letter home to adults when charges accrue and/or when a complimentary meal is served. If patterns develop with students who consistently do not have money for meals, the Kitchen Manager may discuss this with Nutrition Services administration, School Principal, Counselor, or family to determine the best solution for the family.

Delinquent Debt As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectible, and efforts are being made to collect them. Delinquent debt, or a negative balance, remains on the accounting documents (accounts receivable) until it is either collected or is determined to be uncollectible and written off. Nutrition Services considers student accounts with negative balances to be in delinquent status. During the time a student has a negative balance or delinquent debt, full or partial payments may be collected at any time online or with cash or check to bring the account current. Bad Debt Delinquent debts which have been determined to be uncollectible will be reclassified as “bad debt”. Nutrition Services considers student accounts with uncollectible delinquent balances to be “bad debt” when collection efforts have been unsuccessful after a student leaves the district or graduates. Repayment of “bad debt” is an unallowable expense for the NSFSA per USDA memorandum SP 47-2016; therefore, payment for this bad debt balance must come from other sources such as:
• Other non-federal sources
• The district’s general fund
• Donations
• Special funding from state or local governments

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 balances that have not been collected on an annual basis 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.
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:

**D**istrict **P**olicy 5000

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

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

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

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

2.0 **D**efinitions.

2.1 **S**chool. Refers to any school within the District.

2.2 **P**arent. Refers to a student’s parent, legal guardian or legal custodian.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.14 Unsafe operation of a motor vehicle on school property.

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

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

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

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

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

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

3.21 Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.
3.22 Violation of District Policy 5100 regarding dangerous items.
3.23 Violation of District Policy 5100 regarding firearms or dangerous weapons. Expulsion is mandatory for bringing or possessing a firearm at school.
3.24 Violation of District Policy 5050 regarding tobacco.
3.25 Violation of District Policy 5040 regarding controlled substances.
3.26 Violation of District Policy 5650 regarding posting or distributing unauthorized materials on campus.
3.27 Gambling or wagering items of value.
3.28 Lying or knowingly giving false information verbally or in writing to a school 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 you have specific questions regarding the matrix feel free to contact the Office of Intervention Services at 720-972-4146.

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

**Student Due Process (District Policy 5010)**

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

**Student Attendance (District Policy 5020)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Tobacco Possession and Use (District Policy 5050)

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

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

Student Dress Code (District Policy 5060)

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

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

The following items or clothing are specifically prohibited:

a) Spaghetti straps, tank tops and halter tops;
b) transparent/mesh clothing;
c) garments, make-up or hair worn in a manner that makes a student’s face unidentifiable;
d) exposed undergarments;
e) pajamas and house slippers;
f) shirts with revealing necklines or armholes;
g) shirts hanging longer than the fingertips when arms are fully extended;
h) hats, caps or sunglasses worn indoors;
i) gloves worn indoors;
j) hairnets, bandanas, and DOO-rags;
k) caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
l) clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
m) clothing or accessories with sexually suggestive language or messages;
n) clothing or accessories that have pictures of guns or weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);

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

p) attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in District Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, make-up, hats, emblems, trademarks, badges, insignias, 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 Rydz and Dark Lotus; and

s) professional athletic team jerseys, and

t) Hair restraints, gloves, goggles, or other protective attire, determined by staff to be necessary for safe participation in vocational programs.

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

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

Uniforms may be required with Superintendent approval.

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

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

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

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

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

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

Additional factors as identified in Policy 5010 may also be considered in determining appropriate sanctions and interventions. The Superintendent authorizes the Executive Directors of Schools to grant WRITTEN waivers to this policy as appropriate.

Violence, Fights and Aggressive Behavior (District Policy 5070)

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

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

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

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

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

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

1. Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a “color” or number on a person or possession.

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

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

4. Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.
5. Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.

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

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

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

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

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

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

Student Habitually Disruptive Behavior (District Policy 5090)

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

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

Student Weapons in School (District Policy 5100)

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

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

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

Bullying, Harassment or Threats (District Policy 5110)

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

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

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

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

Students who bully others will be subject to disciplinary action as described in District Policy 5000, Student Code of Conduct. In addition to discipline sanctions, schools may implement intervention strategies as appropriate.
Off-Campus Behavior (District Policy 5120)

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

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

Search and Seizure (District Policy 5130)

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

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

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

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

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

Corporal Punishment (District Policy 5140)

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

Physical Restraint/Seclusion (District Policy 5150)

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

Law enforcement will act according to their agency guidelines regarding restraint or force when safety is at issue.
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 school’s 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 to operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, referrals to law enforcement or loss of the privilege of driving on campus. Students may also face discipline sanctions for driving violations on campus that jeopardize the safety of others.

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

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

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

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

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

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

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

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

Teacher Qualification Information

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

Translation Services

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

Transportation (District Policy 3600)

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

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

District bus drivers are well trained in working with students toward providing a positive riding atmosphere. Passengers are expected to show respect for others including fellow passengers, drivers, sponsors, motorists, residents and property owners. A 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 recurring 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 District Policy 3600, Student Transportation. For more information on school transportation call 720-972-4300.

Video and Audio Monitoring (District Policy 3520)

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

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

Visitors to Schools (District Policy 1200)

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

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

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

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

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

Administration of Medications at School (District Policy 5420)

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

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

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

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

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

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

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

Food Allergies (District Policy 5415)

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

The District's 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.

Attendance is important and so is the health of a child sometimes parents can have trouble knowing whether their child is too ill to go to school. You may find the following guidelines helpful.

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 healthcare 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 school reimbursement program, 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. Student information such as 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 student.

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 S520 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