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Welcome to Shadow Ridge Middle School

Welcome to Shadow Ridge Middle School! Your middle school years will be filled with many exciting opportunities. Each year will bring more responsibilities and privileges.

The SRMS staff is eager to challenge every student in becoming a successful, well-rounded individual. We invite each student to engage in the academic arena while exploring activities, athletics and extracurricular clubs that our school has to offer. There is an activity for everyone!

We welcome parents to Shadow Ridge during the day, as well as the extracurricular events. Parent involvement is important for the success of our students. Parents are always welcome to visit, just stop by the office and get your visitor's pass.

We are looking forward to a positive and productive year!

Respectfully,

Susie Wickham
Principal

IMPORTANT PHONE NUMBERS

Shadow Ridge Website: shadowridge.adams12.org

Shadow Ridge Main Office: 720-972-5040

Shadow Ridge Attendance: 720-972-5048

Shadow Ridge Cafeteria: 720-972-5063

Shadow Ridge Fax: 720-972-5079

District Administration: 720-972-4000

District Transportation: 720-972-4299

SHADOW RIDGE MIDDLE SCHOOL STAFF LIST 2018-2019

Bold = Department Chair

Wickham, Susie, ext. 5043

Steinberger, Michelle, ext. 5047

Cicccone, Kristina, ext. 5046

Donin, Bernie, ext. 5045

Ager, Adam/ext. 7791

Alatorre, Ramon/ext. 7752

Archuleta, Jeramy/ext. 7777

Beilman, Jessica/ ext. 7750

Brubaker, Jennifer/ext. 5053

Campbell, Christina/ext. 7810

Clark, Richard/ext. 7793

Cross, Cezanne/ext. 7744

Cundiff, Tami/ext. 7770

David, Suzanne/ext. 7831

Davis, Bethany/ext. 7818

Eichel, Samantha/ext. 7773

Gardner Shannon, Colleen/ext. 7848

Gerber, Jon/ext. 7814

Gray, Kellee/ext. 7790

Greco, Christina/ext. 7776

Heck, Laura/ext. 7831

Hulstrom, Jan/ext. 7852

Hutton, Kathryn/ext. 7753

Jardine, Karen/ext. 7872

Kahler, Brenda/ext. 7768

Kellems, Dave /ext. 7817

Kemble, Carina/ext. 7870

King, Jeremy/ext.7754

King, Pam/ext. 7808

Kohn Bardelman, Samantha/ext. 7862

Lorenz, Chris/ext. 7861

McKeown, Kristina/ext. 7774

Martineau, Michelle/ext. 7771

Melvin, Kurt/ext. 7748

Millard, Deborah/ext. 5054

Miller, Carrie/ext. 7778

Principal

Assistant Principal

Assistant Principal

TOSA

Physical Education/Health

Math 8th

LA Writing 7th

LA Writing 8th

Counselor/6th Grade

LA Reading 6th

Drama

Learning Specialist

Math 7th/Honors Math 6th

Student Achievement Coach

LA Writing 6th

Science 7th

Literacy

Science 6th

Physical Education/Health

LA Writing 7

ESL/SIT

Tech Ed.

Science 8th

Autism

Learning Specialist 7th Grade

Social Studies 6/7

SSN

Math 8th/Social Studies 7th

Math 6th/Science 6th

Speech Language Therapist

Technology Coordinator/MAPS Testing

Social Studies 7th

LA Reading 7th

Science 8th

Counselor/7th

LA Reading 7th

Mooney, Chris/ext. 7792
Onwiler, Patriece/ext. 7811
Pieken, Julianna/ext. 5061
Pincsak, Merris/ext. 7745
Ralston, Steve/ext. 7779
Romero, Rebeca/ext. 7847
Rosenblum, Neal/ext. 7815
Sanford, Joe/ext. 7796
Seely, Cathy/ext. 7751
Shaver, Darlene/ext. 7749
Shock, Nathan/ext. 7755
Slade, Crystal/ext. 7871
Snyder, Missy/ext. 5071
Teague, Ashlie/ext. 7756
Trujillo, Pam/ext. 5057
Utesch, Tyler/ext. 7854
Videtich, Jay/ext. 7772
Wittek, Cassie/ext. 7806

OFFICE STAFF

Hall, Dale/ext. 5051 (Bookkeeper)
Long, Patty/ext. 5042 (Office Mgr.)
York, Amy/ext.5050 (Registrar)
Heuton, Tawni/ext. 5041 (Office Clerk)
Cordle, Lorrie/ext. 5049 (Health Aide)

RESOURCE OFFICER

Duskey, Brandon/ext. 7863

CAMPUS SECURITY OFFICER

Tony Baumann/ext.

STUDENT MONITOR/ISS

Jon Christensen/ext. 5058

CAFETERIA /ext. 5063

Carder, Bobbie - Carol - Manager
Magana, Ruth
DeAnda, Kristian
Duran, Alicia
Croupe, Tammy

PE/Health
LA Writing 6th
Social Worker
LA Reading 8th
Science 7th
Spanish
Social Studies 6th
Band/Choir Director
Social Studies 7/8
LA Writing 8th
Social Studies 8th
Psychologist
Teacher Librarian
LA Reading 8th/LA Writing 7th
Counselor/8th Grade
Art
Math 7th
Learning Specialist 6th Grade

PARAS/CLERKS

Kehmeier, Kelly/ext. 5072 (Media Technician)
Downing, Tabatha – Special Needs Para
Brienza, Jen – Special Needs Para
Knight, Charlotte – Special Needs Para
Weigand, Stacy – Special Needs Para
Torres, Carrisa – Special Needs Para
Sutherland, Melissa – Special Needs Para
Curtis, Debbie – Special Needs Para

CUSTODIANS/ext. 5074

Neelands, Colleen – Head Custodian
Vogt, Jon - Lead Custodian
Esparza, Kim
Rodriguez, Isaiah

Regular Schedule

Period 1	8:30–9:26
Period 2	9:30–10:20
Period 3	10:24–11:14
Period 4	11:18–12:08
6 th Grade Lunch	Group A: 11:18–11:48 (Lunch) 11:52–12:08 (Class) Group B: 11:18–11:34 (Class) 11:38–12:08 (Lunch)
Period 5	12:12–1:02
7 th Grade Lunch	Group A: 12:12–12:42 (Lunch) 12:46–1:02 (Class) Group B: 12:12–12:28 (Class) 12:32–1:02 (Lunch)
Period 6	1:06–1:56
8 th Grade Lunch	Group A: 1:06–1:36 (Lunch) 1:40–1:56 (Class) Group B: 1:06–1:22 (Class) 1:26–1:56 (Lunch)
Period 7	2:00–2:50
Period 8	2:54–3:45

Wednesday Schedule

Period 1	8:30–9:14
Period 2	9:18–9:57
Period 3	10:01–10:40
Period 4	10:44–11:23 (6 th grade lunch)
Period 5	11:27–12:06 (7 th grade lunch)
Period 6	12:10–12:49 (8 th grade lunch)
Period 7	12:53–1:32
Period 8	1:36–2:15

Shadow Ridge Middle School Calendar		
Day	Date	2018-2019
Monday	August 6th	6th grade orientation 8:00 AM-12PM
Mon-Tue	August 6th-7th	New Student Registration 10:00-1:00 and 3:00-6:00(by appointment only)
Thursday	August 9th	District-In-Service-No School for students; 1st day first teachers
Friday	August 10th	Teacher Duty Day
Monday	August 13th	6th grade boot camp: 6:00-7:30 PM
Monday	August 13th	District In-Service Day - No School for students
Tuesday	August 14th	Teacher Duty Day-No students
Wednesday	August 15th	First Day of school; 6th grade 8:30-12:00; 7th & 8th grade 12:15-2:15 PM
Thursday	August 16th	All students (K-12) report-full day
Tuesday	August 21st	Back to school night: 5:30-7:00 PM
Tuesday	August 21st	Life touch*****
Monday	September 3rd	Labor Day Holiday (No School)
Tuesday	September 18th	Picture Re-takes*****
Friday	September 28th	Carnival ???????
Monday	October 1st	Official Count Day
Wednesday	October 10th	Conferences 2:30-4, 5-8
Thursday	October 11th	Conferences 5-8 pm
Friday	October 12th	<u>No School; In Common Release Day (No students): TBD; 1st quarter ends</u>
Monday	November 12th	Veteran's Day (Observed)
Tuesday	November 13th	8th grade Career Expo
Monday	November 19th	Teacher comp Day - No School for all students
Tues-Fri	November 20-23	Thanksgiving Break
Thursday	December 20th	2nd Quarter ends
Friday	December 21st	Teacher Duty Day
Monday	Dec 24-Jan 4th	Winter Break
Monday	January 7th	<u>In Common Release -No school for K-8 students; Teacher duty day</u>
Tuesday	January 8th	All Students Return to School
Monday	January 21st	Martin Luther King, Jr. Holiday (No School)
Wednesday	February 13th	<u>Parent teacher Conferences 2:30-4:00 PM (at risk); 5:00-8:00</u>
Thursday	February 14th	<u>Parent teacher conference; In Common; No school for K-8 students;</u> <u>1:00pm-3:30pm; 4:30pm-7:30PM</u>
Friday	February 15th	<u>District In-Service Day - No School for all students</u>
Monday	February 18th	President's Day Holiday (No School)
Friday	March 15th	3rd Quarter Ends
Monday	March 25th-29th	Spring Break
Monday	April 1st	<u>Comp Day (No School for staff and students)</u>
Tuesday	April 2nd	Spring Pictures
Tuesday	May 22nd	Last Day for 8th grade-Full Day/No school for 6th and 7th grade students.

TARDY/ATTENDANCE POLICY

Attendance Line: 720.972.5048

In accordance with our School Improvement Attendance Goals, a responsible student will attend school 95% of the time. The school requires that the parent or guardian notify the school by 11:00 a.m. each day their student is absent. Absences are considered unexcused unless the office is notified on the day of the absence. **It is essential that you keep the school informed of any change in address, telephone numbers or e-mail address.**

ATTENDANCE

1. Students will be admitted to the building at 8:20 a.m. unless they have a pass from a teacher to enter earlier. In bad weather, the cafeteria will be open as a waiting area.
2. Only students, who attend 50% of their classes on any given day, will be permitted to participate or attend any after school activity.
3. Students arriving at or leaving school at any time other than the regularly scheduled time must always come to the office.
4. Students are not to leave the school grounds at any time during the day without authorization from parents and a school official.
5. A doctor's excuse may be required for absences.
6. When it is anticipated that a student will be absent from school due to illness for consecutive days, a request for homework may be made. This request must be made through the office (720-972-5040) and the school needs to have 24-hour notice. Absences for an extended period of time for other reasons should be handled by obtaining a prearranged absence form from the office in advance. This will allow for adequate time to complete homework request(s). **Homework requests will not be made for any student who only misses one day of school.**

EMERGENCY SCHOOL CLOSURE

In cases where school must close early due to weather conditions, malfunction of equipment, etc., working parents should make arrangements for their children to have access to their home. The school, in these situations, cannot be responsible for notifying all parents. The media will be notified of these emergency situations. Information regarding school closure due to inclement weather is available by calling 720-972-4000.

TYPES OF ABSENCES

1. **Excused Absences** are those whereby the parent or guardian has notified the office by 11:00 a.m. and is also recognized by the school as justifiable. Colorado statutes leave the acceptance of excuses for student absence up to the school principals. Work missed during an excused absence may be made up by arrangements between the student and his/her teachers.
2. **Prearranged Absences/Extended absences** are those that are known of in advance and **prearranged with the office.** A prearranged absence form will need to be completed and returned to the attendance office a minimum of two days prior to the extended (more than two days) absence. Parents/Guardians and students should give careful consideration before deciding to participate in any activity which necessitates the student being absent from school. When an absence of three or more days is necessary, the student must:
 1. **Obtain a Prearranged Absence form from the Attendance Office or SRMS Website.**
 2. **Obtain a parent/guardian signature for approval**
 3. **Present the form to the teachers for advanced recommendations and assignments**
 4. **Obtain a counselor's signature for acknowledgement**
 5. **Obtain Administrator's signature for acknowledgement.**
 6. **Submit the signed form to the Attendance Office at least two (2) days prior to the absence.**

Many classroom experiences such as videos, special presentations, lab experiments, etc., cannot be repeated, and the teacher is under no obligation to duplicate those experiences for the student who is absent with a prearranged absence.

3. **Truancy** is a deliberate absence from class(es) without approval of the parent, guardian and school. Truancy is considered an unexcused absence.
4. **Suspension** is an absence due to consequential administrative action. Please refer to Board Policy regarding suspension and student work.

CONSEQUENCES

Consequences for tardies and absences will be strictly and consistently enforced as follows:

1. Teachers will provide consequences for students who are tardy. Detention time is often the most natural and appropriate consequence.
2. A referral to the office will be initiated after a student acquires three (3) unexcused tardies to the same class per quarter.
3. Students who have an unexcused absence are subject to further investigation and possible administrative referral/consequence. An administrator will review and follow the District Discipline Matrix (located on the following pages) to assign the appropriate consequence.
4. Students with excessive absences will be subject to administrative action which may include a District Attendance Hearing.

GENERAL INFORMATION TO PARENTS & STUDENTS

SRMS will maintain an atmosphere where the rights of students and staff are guaranteed and respected. It is intended that the policies governing the behavior of our students support this belief.

DUE PROCESS

If a student and parent wish a review of the charges and/or circumstances leading to a suspension or physical restraint, they may request in writing that the principal review the charges and circumstances with them.

In compliance with the provisions of "Colorado Children's Code", related to reporting suspected child abuse, the Board of Education has directed employees to report suspected child abuse to the specified social services agency and/or law enforcement agency. The confidentiality of reports of suspected child abuse or neglect should be preserved in accordance with statute.

SCHOOL JURISDICTION

Students should know that schools are responsible for students on their way to and from school. If students violate school rules on their way to or from school, the school may legally discipline students, including suspending them for serious violations, such as fighting.

STUDENT CONDUCT

School is similar to an adult's work environment, therefore, students are expected to dress in an appropriate manner at all times. What a student wears should be conducive to maintaining a good learning environment and should not create a disruption or distraction of the educational process. Students must wear shoes at all times. Hats, sunglasses, and coats may be worn before and after school, and only outside the building. Clothing that is immodest, unsafe, or with offensive messages is inappropriate.

1. No hats will be worn in the building at any time or at any school-sponsored function, including all athletic events and extracurricular activities. This policy is a district policy and applies to all district buildings. Hats will be confiscated from students who violate this policy. The student's parent will be responsible for retrieving the cap from the office.
2. Students are expected to wear a clean district gym suit (including gym shoes) during P.E. classes. Clean loaner suits will be provided on a temporary basis when the student doesn't have his or her own gym suit.
3. Given our current efforts to combat substance abuse, Shadow Ridge Middle School prohibits the wearing of clothing and/or apparel that makes reference to alcohol, tobacco and/or drugs.
4. According to **district** policy, all schools will **enforce** a dress code that prohibits altered/hazardous dangerous clothing or jewelry, graffiti, tattoos, shaved eyebrows representative of gang affiliation, or writing on self, caps and hats. (Refer to School District Dress Code Policy). Students may not bring pacifiers to school.

5. Clothing “packages” which could be interpreted as unsafe/intimidating and/or gang related will be dealt with in accordance with state laws and existing school district policies. (See Safe School Policy)
6. **Personal displays of affection are inappropriate in the school setting.**

Academic Dishonesty (Cheating)

All students are expected to demonstrate academic honesty in all classes at all times. **Academic honesty is performing and producing your own work using your own knowledge**, talents and efforts. Students at Shadow Ridge Middle School can maintain academic honesty by:

- Keeping their eyes on their own test at all times
- Keeping answers hidden during a test
- Putting all notes, texts and extra papers away and beneath the desk before beginning a test
- Never talking to anyone (except the teacher) about anything during a test
- Telling the teacher if you think someone is trying to copy your answers or is asking you to do work for him/her
- Using quotation marks, footnotes or end-notes and a bibliography when using any original work (including work taken from the internet)
- Not using anyone else’s homework, notes, tests or assignments that may have been previously assigned and/or graded
- Not sharing assignments, tests, or any other work with other students unless told to do so by a teacher
- Not making any marks or changes on a graded test or assignment if you think it was not graded correctly
- Reporting any violations or suspicions of violations to a teacher or administrator

Academic dishonesty (cheating), in any form, will not be tolerated at Shadow Ridge Middle School. Some examples of academic dishonesty (cheating) are the following:

- Copying any material with or without the knowledge of another student during class or homework assignments
- Taking a test for another student
- Working in pairs or in a group on assignments designated as individual work
- Giving or receiving answers using verbal or non-verbal means during a test
- Plagiarizing any material from any source, including items taken off the internet or computer software programs
- Using notes or other materials (text books, dictionaries, etc.) during an exam unless cleared by the teacher
- Talking to or collaborating with other students on assignments or tests when it is not allowed
- Changing answers on graded work or tests and submitting it for a re-grade unless specified by the teacher
- Stealing class assignments from other students (or out of a no-name box) and turning them in as your own
- Having parents/guardians, friends, siblings, or others complete assignments

Consequences for academic dishonesty (cheating) will include actions based on District Policy. Discipline for such offenses are discretionary with building administrator based upon circumstances. Academic dishonesty, includes cheating on tests, copying papers, forging the signatures of teachers and/or parents on any document, or illegally changing a grade.

Students should report suspicions of academic dishonesty (cheating) to a teacher.

Shadow Ridge Homework Policy

- All 6th grade students will usually have 15-60 minutes of meaningful homework each night.
- All 7th grade students will usually have 20-70 minutes of meaningful homework each night.
- All 8th grade students will usually have 25-80 minutes of meaningful homework each night.

The purpose of each homework assignment is to:

- practice/review old and new skills,
- prepare for a new topic, and/or
- elaborate on introduced materials.

Grading and late work policies, etc. will be determined by each individual teacher. This information will be presented at Back to School night and will be shared in handouts and packets of core information.

SRMS requests that parent assist with students in the following manner:

- Establish a quiet place to do homework,
- Create a schedule for completing homework,
- Encourage, motivate and prompt your child to work independently on new skills
- Monitor reasonable time expectations for completing homework.
- Check Infinite Campus

LOCKER PROCEDURES

Lockers are to be issued to each student in the fall. They remain the property of the school, and the principal or his designees may inspect the contents of the locker. **Students are not to give the combination of their locker to other students, and no student may use any locker except the one assigned to him/her.** All locker changes must be approved through the office. **The locker is to be kept neat, clean and unmarked (including but not limited to pen, pencil, glue, and other substances) at all times.** Students who repeatedly violate locker policies may lose locker privileges and/or be assessed fines.

Students will not be allowed to bring carrying cases, i.e., gym bags, backpacks or purses (etc.) to class. All such carrying cases that are brought to school must be left in their lockers during the entire school day.

Students will not be allowed to wear or bring coats to class. Coats are to be left in the lockers, with the exception of their lunchtime.

DELIVERIES

Due to distractions in the classroom, we discourage the bringing or delivery of flowers, balloons, etc. for birthdays. If a delivery is made, it will be kept in the office until the end of the day.

FOOD/BEVERAGES/CANDY

No food/beverages or candy will be allowed in school except as follows:

1. **No GUM ALLOWED at Shadow Ridge**
2. All items that are brought from home for lunch must be consumed in the lunchroom. Food is not to be taken outside during lunch recess or any other time during the instructional day.
3. Teachers can allow food or beverages within their classrooms. Any such items must be consumed in that classroom before the student leaves. **Please note:** students are not allowed to purchase items from the cafeteria to bring to the classroom.
4. The LMC may give reward treats for returning books. These treats must be put in lockers.

HEADPHONES/ELECTRONIC LISTENING DEVICES/ROLLER BLADES/ SKATE BOARDS/CELL PHONES

These items may not be used during the school day. They will be confiscated and parents will be required to pick them up. Skateboards/rollerblades/bikes shall not be ridden on school grounds due to safety concerns.

LIBRARY/MEDIA CENTER

The mission of Shadow Ridge Middle School's Instructional Media Center is to ensure that students and staff members are effective users of information and ideas. The mission is accomplished by providing: access to materials in all formats, instruction in how to use information, and by working with staff members to meet the needs of students.

Students are allowed to have up to three books or magazines checked out at one time. The books can be renewed at any time by simply asking for assistance. There is a fine for overdue books or magazines of 10 cents per day, no more than one dollar. There is also a grace period of 5 school days when no fines will be charged. Students may pay off a fine by working in the library during part of their lunch period. If a book is lost or damaged, it must be paid for. Students must have a pass or their student planner signed by a teacher in order to come to the Media Center for independent work.

ACCEPTABLE USE PRACTICES USE OF INTERNET

1. All use of the Internet must be in support of education and research and consistent with the purpose of Adams 12 Five Star Schools.
2. Any use of the network for commercial or for profit purposes is prohibited.
3. Extensive use of the network for personal and private business is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the network should be assumed to be private property.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited in the network.
11. The illegal installation of copyrighted software for use on district computers is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files that are dangerous to the integrity of the local area network is prohibited.
13. From time to time Adams 12 Five Star Schools will make determinations on whether specific uses of the network are consistent with acceptable use practice.
14. Adams 12 Five Star Schools reserves the right to log Internet use and to monitor fileserver space utilization by users.
15. Adams 12 Five Star Schools reserves the right to remove a user account on the network to prevent further unauthorized activity.
16. Student and guardian are required to sign a current copy of the District Acceptable Use Policy (AUP). This AUP must be signed in order to use Adams 12 Five Star Schools technology resources.

LUNCH PROCEDURES

Parents/Guardians may apply for Free/Reduced lunch on line. Qualification is based upon family income guidelines established by the federal government.

All students, except those being signed out through the office by a parent, must remain at school during lunch.

1. Students may purchase a lunch or bring their own.
2. Students will be polite and use proper table manners during lunchtime. Students are to remain seated during their time in the lunchroom. All students are expected to raise their hands to be excused from their table. All students are expected to clean their area and to take their trays and trash to the garbage cans as soon as they are finished eating.
3. All students staying at school for lunch are to report to the cafeteria within the allotted passing period. They are not to go outside until directed to do so by a supervisor who will accompany them.
4. Students who go outside must remain outside until the bell rings.
5. With the exception of cold weather days, all students will go outside when they finish eating. Students who choose to go outside on extreme cold weather days (announced by the office) must bring their coats to lunch. Students may not re-enter the building until the bell rings.

LUNCH PRICES FOR 2018-2019

Middle School - \$2.85
All reduced meals are \$.40

OFFICE PROCEDURES

General

Students sent to the office must have a pass from their teacher.

Health Aide

If students become ill at school, parents will be called to pick up their student. Board of Education Policy states: **“Adams 12 Five Star Schools employees shall not dispense prescription medicine or over the counter drugs without written consent from the parent and a medication permit form signed by the physician.”**

VALUABLES

The school assumes no liability for the loss of items brought to school. Students are not to bring unnecessary items, valuable items, or large amounts of money to school.

VISITORS

Parents are always welcome at school. CHILDREN AND STUDENTS WHO DO NOT ATTEND SHADOW RIDGE MIDDLE SCHOOL WILL NOT BE PERMITTED TO GO TO CLASSES WITH OUR STUDENTS. **All doors are locked. To enter the building persons visiting will need to press the button located near the ADA button. As is our policy all visitors must check in at the office.** Normally, students will not be allowed out of class to meet or talk with anyone other than the parents or guardians. The police will be called if non-students persist in loitering in the vicinity of the school after having been asked to leave.

LEAVING SCHOOL

SRMS is a closed campus.

Students may leave school only when:

1. Parents have notified the attendance office by **phone, letter** or **in person**. This is especially true during an emergency situation in which the school day may be extended.
2. Students become ill or an individual emergency arises and parent or other responsible adult can be contacted. Students in this case should report to the office.

GRADING AND CONTINUATION

Reports are issued four times a year. SRMS grades on a semester system. Each semester is divided into four nine week terms called quarters. SRMS will be doing standards based grading in accordance with Adams 12 Five Star Schools. The four-point scale will be “4” Exceeds Standard; “3” Proficient – Meets; “2” Approaching; “1” Limited Progress; “M” Missing Work; “INS” Insufficient Evidence. Grades will be reported out 4 times.

Students enroll in six classes each semester. Students shall be proficient in a minimum of 3 core content classes per academic year.

Students who are not proficient and do not meet district criteria shall have their body of evidence reviewed by the principal, or his designee(s), to determine the best educational procedure to be followed for each individual student. The student and his/her parents shall be invited to attend this review.

For a student to be eligible for the Principal’s Honor Roll, he/she must have earned all “4s” or 3 “4s” and 1 “3”. For a student to be eligible for the Honor Roll, he/she must have earned 2 “3s” and 2 “4s” or 3 “3s” and 1 “4”. Honor Rolls will be published in the newsletter located on our school website.

Administrative Procedure Code: 5124

REPORTING STUDENT PROGRESS

Schools shall report to parents/guardians in such manner and with such frequency as will provide a basis of understanding among teachers, parents and students concerning student progress. Each school shall develop and implement reporting methods in accordance with the parameters listed below. Such methods shall be employed consistently within that school and/or program:

- 1.0 Each school's progress reporting procedures shall be made available to parents/guardians and students at the beginning of each student's school year. Each teacher shall provide access to information regarding the type of assessment tools/scales that may be used.
- 2.0 Accurate records of pupil achievement shall be maintained and reported by all teachers.
- 3.0 The grading scale to be used in grades 6 through 8 in all middle and high schools shall be grades which reflect the following numerical scales:

- "4" – Advanced**
"3" – Proficient
"2" – Partially Proficient
"1" - Unsatisfactory

ACADEMIC & SPECIAL PROGRAMS

All students at Shadow Ridge receive instruction in the content classes of Math, Language, Science and Social Studies. All classes follow state standards and district guidelines.

Students are offered the best possible chance of success and challenge in their academic studies. We offer a comprehensive Special Education Program for those who have been identified through an Individualized Education Plan as needing extra support. Most Special Education students are serviced through the regular classroom with support from a Special Education teacher or paraprofessional. Some students are serviced through co-taught classes for Language or Math. We also have special Reading classes for those needing special help in this area.

Honors classes are offered for those students who want to be challenged, and who want to be better prepared for advanced classes in high school. Our Gifted and Talented students are identified through district testing and serviced in the regular classroom. They also have an opportunity to participate in the GT Club. In addition to the Honors classes we offer MESA and Math Counts as co-curricular clubs.

Shadow Ridge has instituted a Pyramid of Interventions for those students who are struggling. Teachers are available on a regular basis for academic assistance.

SRMS offers an extensive Arts Program. We are very proud of our elective classes. These classes include: Applied Technology, Art, Band, Choir, Drama, Health, Media Concepts, PE, and Spanish.

INTRAMURALS

Intramurals will be offered. All sports are co-ed. Volleyball and soccer will be offered in the fall. Basketball will be offered in the winter and flag football will be offered in the spring.

STUDENT FEE SCHEDULE 2018-2019

<u>COURSE</u>	<u>EXPLANATION</u>	<u>COST</u>
P.E.	Shirts only	\$ 5.00
Music	Insurance on school owned instruments	
	Rental fee varies	\$10.00-\$50.00
Core/Electives	Field trips	Charges vary
Student Planners		\$ 5.00
Instructional Material Fee		\$45.00
Technology Fee		\$15.00

Students are responsible for all lost or damaged books or equipment.

Shadow Ridge Clubs and Extra-Curricular Activities:

The information regarding clubs list will be posted on our WEB site after school starts.



ATTENTION PARENTS

New Check Writing Policy Effective Immediately

Adams 12 Five Star Schools now utilizes **ePayments – Educational Financial Services** to assist in the recovery of all returned checks. Please include the following information on every check presented to your school:

FULL NAME
CURRENT STREET ADDRESS
HOME PHONE NUMBER

Should your bank return your check unpaid, the school's bank will automatically forward the returned item to **ePayments** for electronic re-presentation. Please note, these checks are not returned to the school. Once these checks are debited from our account as an unpaid item we cannot accept payment for them. **ePayments** will be responsible for recovering the face value of the check plus a Colorado state authorized collection fee of \$20.00 and twenty percent of the face amount of the check or twenty dollars, whichever is greater, *pursuant to article 14 of title 12, C.,R.S.* The face value of the check will be debited from your account electronically. A separate transaction for the fee will be sent electronically once the face value has cleared. If your check was unpaid by your bank due to a bank error, please provide documentation of that error, from your bank, within 30 days of the receipt of notification. At that time any due credit will be issued promptly.

Should your unpaid check not clear electronically, alternate methods of payment will be accepted by **ePayments**. You can mail a cashier's check or money order, pay online with a major credit card or, pay by MoneyGram at any Wal-Mart customer service desk. School officials can provide this information at your request. In addition, a toll free number will be available for you to call should you have any questions or need assistance.

Should your unpaid check be turned over to collections, the check writer is also responsible for all other collection costs including attorney's fee, court costs and taxes, as well as any other amounts allowed by law.



**Adams 12 Five Star Schools
STUDENT/PARENT
HANDBOOK INFORMATION**

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

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

Readers should be aware that:

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

LEGAL NOTIFICATIONS

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

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

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

Homeless Students Notification (District Policy 5270)

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify

why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

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

FERPA Notice for Directory Information (District Policy 5300)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Parents and eligible students that do not want the district to disclose directory information from your child's education records without prior written consent, must give written notice by October 1 of the current school year to the principal of the school in which the child is enrolled. The district has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study

- Degrees, honors, and awards received
- Date and place of birth
- The most recent previous educational agency or institution attended

Student Sex Offenders (District Policy 5900)

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

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

OR

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

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

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

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

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

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

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

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

- Inspect, upon request and before administration or use –

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

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

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually

at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

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

Nutrition Services (District Policy 3700)

District Policy 3700 and its subsections describe the requirements for the National School Lunch and Breakfast programs and Adams 12 Five Star Schools' commitment to promoting good nutrition and ensuring safe food practices. Information about free or reduced price meals, costs of meals, a la carte food offerings, nutritional content of foods, and student meal accounts is available at each school's kitchen or administrative office. Information may also be found, including the below meal charge procedure, on the Nutrition web page or <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 (Rev 03/2018) 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-5: Charged meals are allowed up to a negative \$8.00 balance.
- Grades 6-8: Charged meals are allowed up to a negative \$6.00 balance.
- Grades 9-12: Charged meals are allowed up to a negative \$3.00 balance.

Complimentary meals are recorded in the student's meal account for grades K-8 within the point of sale system. If a complimentary meal is served, the household is notified. Parent/guardians are provided with the amount due and payment options, as well as meal benefit applications, if needed. Complimentary meals are not offered to grades 9-12.

Prepayment is encouraged via cash, check, or online at payforit.net. At Payforit, parents may set low balance auto notification and auto refill payments. 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, in the school kitchen and from the Nutrition Services office located at 1500 E128th Ave, Thornton, CO 80241. School Messenger automatic calls and emails to families may be sent for students with negative balances until the account is brought current. Families can have this turned off by contacting Nutrition Services. If patterns develop with students who consistently do not have money for meals, the Kitchen Manager may discuss this with the Principal, Counselor, student or family to determine the best solution for the student.

As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectable, 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 uncollectable 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. Delinquent debts which have been determined to be uncollectable will be reclassified as "bad debt". Nutrition Services considers student accounts with uncollectible delinquent balances to be "bad debt" when collection efforts have been unsuccessful after a student leaves the district or graduates. Repayment of "bad debt" is an unallowable expense for the NSFS per USDA memorandum SP 47-2016; therefore, payment for this bad debt balance must come

from other sources such as other non-federal sources, the district's general fund, donations, special funding from state or local governments.

Nutrition Services recognizes that there may be occasions where community members or outside agencies not associated with the National School Breakfast or Lunch Program may want to make a donation with the purposes of funding meals for students. Regardless of their source, donations will be accepted and applied to meal account debt on an annual basis.

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.

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STUDENT CODE OF CONDUCT

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

Student Code of Conduct (District Policy 5000)

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

District Policy Code: 5000

STUDENT CODE OF CONDUCT

- 1.0 The Code of Conduct exists to help maintain an environment which is safe, conducive to learning, and free from unnecessary disruption. The Code of Conduct primarily consists of this policy and a subsequent series of policies identifying specific behavior expectations (See Exhibit A).
- 1.1 Students and parents or legal guardians shall be notified through student handbooks or similar informational bulletins of District policies concerning rights and responsibilities, rules of student conduct, and due process. The Code of Conduct, including grounds for which students may be suspended or expelled, shall be distributed once to each student in elementary, middle and high school and once to each new student in the District. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students.
- 1.2 The principal or administrative designee may impose sanctions including suspension or may recommend expulsion of a student who engages in conduct identified in this policy which occurs in school buildings, on school grounds, in school buses or other school owned or operated vehicles, or while attending school activities or sanctioned events.
- 1.3 Students may also be subject to sanctions including suspension or expulsion for behaviors that occur off campus as described by law and District Policy 5020.
- 2.0 Definitions.
 - 2.1 School. Refers to any school within the District.
 - 2.2 Parent. Refers to a student's parent, legal guardian or legal custodian.
- 3.0 Grounds for sanctions including Suspension or Expulsion from School. The principal or designated administrator may issue sanctions including suspension and may refer for expulsion a student who engages in one or more of the following activities as specifically identified by state statute.
 - 3.1 Using or otherwise directing profanity, vulgar language, or obscene gestures toward others.
 - 3.2 Continued willful disobedience or open and persistent defiance of proper authority.
 - 3.3 Repeated interference with a school's ability to provide educational opportunities to other students.
 - 3.4 Repeated or substantial disrespect to or defiance of school staff.

- 3.5 Possessing, distributing, and/or communicating slanderous or libelous material.
- 3.6 Behavior which disrupts or is intended to disrupt the educational process.
- 3.7 Declaration as a habitually disruptive student according to District Policy 5090.
- 3.8 Violation of District Policy 5080 regarding gangs, secret societies or disruptive groups.
- 3.9 Indecent exposure, lewd behavior, or possession of pornography (print or electronic).
- 3.10 Rioting, unlawful protests, illegal disruptive demonstrations or other expression that violates the rights of others on any District property.
- 3.11 Intentionally causing or participating in a bomb threat, false alarm, or other false notice that disrupts the school environment.
- 3.12 Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students. This may include behavior which recklessly endangers students, staff or others.
- 3.13 Throwing objects, unless otherwise part of a supervised activity, which might cause bodily injury or damage property.
- 3.14 Unsafe operation of a motor vehicle on school property.
- 3.15 Violation of District Policy 5110 regarding bullying, harassment, hazing or threats.
- 3.16 Violation of District Policies 5110 or 8400 regarding discrimination or harassment, including sexual harassment.
- 3.17 Violations of District Policy 5070 regarding violence, fighting, and other aggressive behavior.
- 3.18 Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.
- 3.19 The commission of an act that if committed by an adult would be robbery according to Colorado statute.
- 3.20 The commission of an act that if committed by an adult would be assault according to Colorado statute.
- 3.21 Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee.
- 3.22 Violation of District Policy 5100 regarding dangerous items.
- 3.23 Violation of District Policy 5100 regarding firearms or dangerous weapons. Expulsion is mandatory for bringing or possessing a firearm at school.

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- 3.24 Violation of District Policy 5050 regarding tobacco.
- 3.25 Violation of District Policy 5040 regarding controlled substances.
- 3.26 Violation of District Policy 5650 regarding posting or distributing unauthorized materials on campus.
- 3.27 Gambling or wagering items of value.
- 3.28 Lying or knowingly giving false information verbally or in writing to a staff member.
- 3.29 Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.
- 3.30 Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.
- 3.31 Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.
- 3.32 Failure to report a Condition that puts students or staff at risk of imminent harm.
- 3.33 Violation of District Policy 5060 regarding dress code.
- 3.34 Violation of District Policy 5030 regarding cell phones or electronic devices.
- 3.35 Violation of District Policies 5035 and 8200 regarding use of District technology or the internet.
- 3.36 Damaging private property of others.
- 3.37 Willful destruction or defacing of school property.
- 3.38 Failure to comply with Colorado law regarding immunization requirements in violation of District Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.
- 3.39 Violation of District Policy 5120 regarding off-campus behavior.
- 3.40 Violation of District Policies or building regulations not otherwise referenced in this policy.

Exhibit A Code: 5000

Code of Conduct Table of Contents

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5110 Student Bullying, Harassment, Hazing, Intimidation and Threatening Behavior
5120 Off-Campus Behavior
Related Policies
3500 Safe Schools
4115 Classroom Removal of Disruptive Students by a Teacher
4300 Employee/Authorized Volunteer Protection
5130 Search and Seizure
5440 Communicable Diseases-Students
5650 Distribution of Printed Materials on School Premises
5670 Distribution of Non-District Related Materials
8200 Internet Safety Policy
8400 Nondiscrimination

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.

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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.

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

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

School districts are required by law to adopt policies regarding use, possession and/or sale of drugs or other controlled substances in school, on school grounds, in school vehicles at school activities or while waiting to board or depart the bus. Students may not knowingly use, be under the influence of, possess, bring, sell, solicit the sale of, transfer, distribute or supply a drug, controlled substance or drug paraphernalia.

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

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

Students are subject to disciplinary action up to and including suspension and expulsion for any single policy violation.

Alternatives to suspension and expulsion may be offered by the school as appropriate depending on the circumstances of the violation.

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

Student Tobacco Possession and Use (District Policy 5050)

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

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

Student Dress Code (District Policy 5060)

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

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

The following items or clothing are specifically prohibited:

- a) Spaghetti straps, tank tops and halter tops;
- b) transparent/mesh clothing;
- c) garments, make-up or hair worn in a manner that makes a student's face unidentifiable;
- d) exposed undergarments;
- e) pajamas and house slippers;
- f) shirts with revealing necklines or armholes;
- g) shirts hanging longer than the fingertips when arms are fully extended;
- h) hats, caps or sunglasses worn indoors;
- i) gloves worn indoors;
- j) hairnets, bandanas, and DOO-rags;
- k) caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a sporting event);
- l) clothing or accessories that promote drugs, alcohol or tobacco either by brand or message;
- m) clothing or accessories with sexually suggestive language or messages;
- n) clothing or accessories that have pictures of guns or weapons, promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or lifestyle);
- o) clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains;
- p) attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group as defined in District Policy 5080. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings,

and jewelry;

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

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

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

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

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

Student Habitually Disruptive Behavior (District Policy 5090)

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

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

The Remedial Discipline Plan remains in effect for one school year.

Student Weapons in School (District Policy 5100)

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

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities. Possession of a firearm on any Adams 12 property mandates expulsion from the district for the first offense. Other weapons violations are subject to sanctions and interventions as described in the policy depending on circumstances at the time. In addition, District Policy 8700, Weapons, specifically makes it a violation for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade longer than three (3) inches, or other dangerous weapon when in a district facility;

on district grounds; at any or district activity, regardless of location; or on any district vehicle. This restriction does not apply to School Resource Officers or other law enforcement officers who are legally required to carry a weapon to perform their job. Any other request for an exception from this restriction should be communicated in writing to the 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 (Nondiscrimination/Harassment), a summary of

which may be found elsewhere in this book.

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

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

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

Off-Campus Behavior (District Policy 5120)

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

In determining whether off-campus misconduct is or is likely to be detrimental to the welfare or safety of students or school personnel, the administrator shall consider, among other relevant factors: the extent to which other District students were involved in or

present during the off-campus misconduct; the proximity to school and the school day; and the known or predicted negative impact or effect the misconduct had or is likely to have on the school environment. The existence of criminal charges and/or a criminal adjudication in relation to off-campus behavior may also be considered in determining whether the misconduct warrants school sanctions.

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Search and Seizure (District Policy 5130)

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

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

Inappropriate items found during the course of a search may be seized and at the discretion of school administration such items may be returned to the parent or guardian of the student from whom the items were seized; offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed. Many district secondary schools utilize random canine searches from time to time to deter students from bringing contraband on district property. Such searches involve trained dogs and their handlers scanning property or general areas, but never individuals. Should a dog alert its handler to the possible presence of contraband, the handler would notify school officials. A canine alert constitutes reasonable suspicion for school officials to conduct a search following the procedures established in District Policy 5130.

Corporal Punishment (District Policy 5140)

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

Physical Restraint/Seclusion (District Policy 5150)

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

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COMMONLY REQUESTED INFORMATION

Appeals or Grievances

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

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

Consolidated Billing

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

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

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

Law Enforcement

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

Parking and Driving on District Property

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

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

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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 reoccurring behavior infractions. Discipline consequences including suspension or expulsion from school may also be warranted depending on the severity and nature of the situation. The transportation point infraction system can be found on the district website and in 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.

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STUDENT HEALTH INFORMATION

Allergies, Immunizations and Medications at School

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, Superintendent Policy 5420 identifies the steps which must be followed:

1. All medication given at school must have a medication authorization 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. Medication authorization forms are available at school or on the District website: www.adams12.org, located under the District tab/ Departments / Health Services. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Cough drops are not considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in a pharmacy labeled bottle prescribed for the student or in the original over-the-counter container.
3. All medication is kept in a locked area in the school health office. Students are typically not allowed to keep medication with them (in their lunch box, backpacks, etc.).
 - a. Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control asthma or other respiratory conditions; and (2) other medications for serious health conditions which may require immediate intervention. See your school's District RN to review and sign Self-carry contract on an annual basis.
4. The health aide or other designated staff will administer prescribed medication according to parent/physician instructions. All medication administered at school is recorded on the student's medication record and initialed by the staff person administering the medication.
5. All unused medication not picked up will be discarded at the end of the school year.
6. **** Please remember: If your child's physician prescribes a medication that may need to be administered during school hours, you will need a completed medication authorization form for the school to administer the medication.** The medication authorization form can be faxed or turned into your child's school health office. 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 Students with Food Allergies Policy provides guidelines for the development of a health care plan with the assistance of the licensed school nurse. Such plans typically address communication and emergency instructions between school officials and emergency responders, as well as reasonable accommodations to reduce the student's exposure to agents that may cause allergic reactions. Plans may also include staff training provisions, access to emergency medications and provisions under a "Section 504" or an Individual Education Plan when appropriate as determined by law.

Head Lice

Head lice are described as an infestation of head hair by adult lice, larvae or nits (eggs). Itching is the main sign. Eggs hatch in one week and are capable of multiplying in two weeks. A special lice shampoo treatment sold at pharmacies helps to kill the nits. It is important that the directions on the lice shampoo be followed precisely (routinely combing out the child's hair and doing a second treatment) in order for the treatment to be successful.

If a child is found to have head lice/untreated nits at school the child will be allowed to remain in school until the end of the school day.

The child can be re-admitted to school once treatment is done at home. The child must report to the health office upon returning to have hair check for the presence of live lice/lice nits. For additional information regarding head lice visit Tri County Health Department website: www.tchd.org

Health Services

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

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

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

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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.**
- **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 be aware of the following District Policy (5420):
 - Physician authorization (order) and parent/guardian signature to administer medication at school is required for all prescription and over-the-counter medications.
 - Parent/guardian must bring the medication(s) to school.
 - Medication must be properly labeled with child's name (in original package or prescription bottle).

- Forms are available in the school health office or at the District website: <http://www.adams12.org>

*If you have any questions, be sure to ask your doctor or school nurse. Additional resource information for accessing health care is available at the District website: www.adams12.org under Health Services department page.

Immunizations (District Policy 5410)

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

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

1. An Up-to-Date Certificate of Immunization from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received immunization against communicable diseases as specified by the State Health Department; or
2. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Health Certificate of Immunization:
 - a. medical exemption signed by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health; or
 - b. religious exemption signed annually by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
 - c. personal exemption signed annually by parent or guardian or emancipated child that he/she adheres to a personal belief opposed to immunizations.

Rev 03/2018

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 Schools. District Policy 5520 addresses suicide assessments as a priority to protect all students.

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

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

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

Vision and Hearing Screening

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

The Student and Family Outreach Program

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

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

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

December 2017

Child Care/Preschool/Head Start Required Immunizations – 2018-19 School Year

Dear parents and guardians of students in Colorado child cares, preschools and Head Start programs:

• Colorado law requires students who attend a licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:

- o diphtheria, tetanus & pertussis (DTaP, DTP)
- o polio (IPV)
- o measles, mumps, rubella (MMR)
- o hepatitis B (HepB)
- o haemophilus influenzae type b (Hib)
- o pneumococcal (PCV)
- o varicella (chickenpox)

Vaccines are recommended for rotavirus, hepatitis A and influenza, but are not required.

- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view a parent-friendly version of the current ACIP vaccine schedule for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted at ages 2 months, 4 months, 6 months, 12 months and 18 months. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department's non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption form at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which child cares, preschools and Head Start programs have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018.
- You may want to talk to a health care provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at

www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.

- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment

303-692-2700 | cdphe.dcdimmunization@state.co.us

Dedicated to protecting and improving the health and environment of the people of Colorado

December 2017

Dear Colorado health care provider:

Colorado School Entry Immunization Law (25-4-901 et seq, C.R.S) and Colorado Board of Health rule (6 CCR 1009-2) require students who attend a public, private or parochial K - 12 school, licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Students must be vaccinated against:

- diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
- polio (IPV)
- measles, mumps, rubella (MMR)
- hepatitis B (HepB)
- haemophilus influenzae type b (Hib)
- pneumococcal (PCV13)
- varicella (chickenpox)

The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the **minimum age and minimum intervals** as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 yrs of age at www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf. Vaccines are recommended for rotavirus, hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Colorado schools are required to review immunization records for school entry and can only accept valid doses of vaccine. Your patients may receive notification of noncompliance if a dose of vaccine does not meet the minimum age or minimum interval requirements, per the ACIP schedule. There are three ways a student can meet the compliance requirements established by Colorado law:

- A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and Varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is 10 years of age.
- A student is in the process of getting up-to-date on required vaccines and has a written plan from a parent/guardian on file with the school.
- The student's health care provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician assistant) has signed an official *Immunization Medical Exemption Form* because of a condition that precludes a patient from receiving vaccine(s) or the student (emancipated or 18 years of age or older) or student's parent/guardian has submitted a signed non-medical exemption (religious or personal belief).

If students do not meet at least one of the compliance criteria, they are not permitted to attend school. If you have questions about the student's school immunization requirement, please communicate with the student's school nurse or school representative.

If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Entry Immunization Law, please contact us from 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2700 or cdphe.dcdimmunization@state.co.us. If you have questions about the Colorado Immunization Information System (CIIS), please contact us 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or cdphe.ciis@state.co.us.

Other reliable clinical resources include:

- CDC Vaccines & Immunizations

<http://www.cdc.gov/vaccines/default.htm>

- CDC's 13th edition (2015) of the *Epidemiology & Prevention of Vaccine-Preventable Diseases*

<http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>

- The Immunization Action Coalition: Ask the Experts

<http://www.immunize.org/askexperts/>

- CDC Experts at the National Immunization Program

nipinfo@cdc.gov or 1-800-CDC-Info (1-800-232-4636)

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December 2017

K – 12th Grade School Required Immunizations – 2018-19 School Year

Dear parents and guardians of students in Colorado kindergarten – 12th grade schools:

• Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:

o diphtheria, tetanus & pertussis (DTaP, DTP, Tdap))

o polio (IPV)

o measles, mumps, rubella (MMR)

o hepatitis B (HepB)

o varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students must receive one dose of Tdap vaccine for 6th grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department's non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption form at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018.
- You may want to talk to a health care provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

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- The Immunization Action Coalition: Ask the Experts
<http://www.immunize.org/askexperts/>
- CDC Experts at the National Immunization Program
nipinfo@cdc.gov or 1-800-CDC-Info (1-800-232-4636)

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