

Arvada K-8

2019-2020 Family-Student Handbook and Calendar



Home of the “Timberwolves”

Arvada K-8 School

5751 Balsam Street

Arvada, Colorado 80002

Telephone: 303-982-1240

Fax: 303-982-1241

Attendance: 303-982-1212

<https://arvadak8.jeffcopublicschools.org/>

Arvada K-8 School

Mission/Vision

The Arvada K-8 community empowers all students, ensuring all students achieve personal and academic excellence.



All members of the Arvada K-8 community are expected to be a part of the PACK by demonstrating the following behaviors:

- **P**erseverance
- **A**mbition
- **C**ommunity
- **K**indness

2019-2020 Arvada 7-8 Bell Schedule

RED DAY		YELLOW DAY	
1	8:00-9:37	PACK / ACCESS	8:00-9:37
3	9:40-11:12	2	9:40-11:12
7th Lunch 11:15-11:31 Recess 11:32-11:48	8th Recess 11:15-11:31 Lunch 11:32-11:48	7th Lunch 11:15-11:31 Recess 11:32-11:48	8th Recess 11:15-11:31 Lunch 11:32-11:48
5	11:53-1:25	4	11:53-1:25
7	1:28-3:00	6	1:28-3:00

ATTENDANCE POLICY

Arvada K-8's attendance goal is to have all of our students here over 92% of our school days! To support student attendance we will:

- Have homeroom or PACK teachers call home to check in to see what support may be needed.
- Have an Assistant Principal call home to check in to see what support may be needed.
- Arrange a family engagement meeting and/or a home visit to seek a resolution and create a support plan.

Additionally we will follow district policy:

- We will **start the district truancy process after 2 days of unexcused absences** (please see below of excused absences).
- We will start the district truancy process (medical letter) **after 10 days of absences either excused or not.**
- Truancy process can lead to a student and family being required to attend truancy court.
- We want to work with all families and understand things come up, but we know attendance is a key indicator for student engagement in school. Please contact Janet Malloy with any questions, concerns, or if you need any support.

Refer to school board policies: JEA, JH, and JHB as well as the truancy wesbsite at <https://sites.google.com/a/jeffcoschools.us/truancy-office/?pli=1>

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work.

Excused Absences:

Please Note:

Parents are required to call the school's attendance line 303-982-1212 if a child will be tardy or absent from school. In order for an absence to be excused, parents must call the attendance line within 24 hours of the absence.

Students will be excused from school due to illness/injury, family emergencies, religious observations, funerals, medical procedures, or legal obligations. Additionally, a student who:

- Is absent for an extended period due to physical, mental or emotional disability (Doctor's verification may be required).
- Is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.
- Has a scheduled family vacation – up to 4 days, one time per year (excludes state testing windows).
- Has appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

Pre-Arranged Absences: Pre-arranged absences must be approved by the school administrator at least 3 days before the absence using a “Pre-Arranged Absence Form”. Pre-Arranged Absence Forms can be found on the parent section of the website or through the school office.

Criteria for Approval of Pre-Arranged Absences

Prearranged absences will be excused if a student meets one or more of the following, and the prearranged absence form has been submitted at least 3 days in advance:

1. The student is in good academic standing.
2. The student has no unexcused absences.
3. The student has four or fewer excused absences in a semester or seven or fewer in a school year.

Unexcused Absences

- Any absence not meeting the criteria for an excused absence.
- Any absence without notice from parent or guardian within 24 hours of the absence.
- Three or more days of illness, without a doctor's excuse, for any student without a history of chronic absences.
- Five or more days of family vacation and all vacation days if taken during CMAS.
- Any family vacations or pre-arranged absence that was not approved by the school administration 3 days prior to absence.

Notes:

The final determination as to whether an absence is excused or unexcused rests with the school administration.

A student who is attending any school-sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.

Tardies:

Students are expected to be to class on time. In the event tardies become a problem, teachers will partner with students and families to determine a support plan. Teachers will institute consequences as they deem appropriate. Habitual tardies may result in administrative involvement and consequences such as making up class time, loss of passing periods, being placed on a "no pass list," etc.

Students who are tardy to school, past 8:10 AM, are required to check in at the main office (elementary students must have a parent/guardian come inside to check their student in any time after 8:10 AM).

Excused Tardy:

An excused tardy requires an acceptable statement (either written or via phone) from the parent/guardian for the student's tardiness based on the same guidelines for an excused absence. The school must be notified of the excuse for the tardy prior to the child's arrival at school or when the child arrives at school.

Walking Out of Class Without Permission: Students are expected to be in class at all times, and are only to leave with permission from a teacher and a pass. Students who walk out of class will be expected to engage in restorative practices to repair harm and loss of learning time. Walking out of class without permission could also result in disciplinary action.

Student Check-Out and Late Arrivals

- To pick up a child from school prior to dismissal, the parent/guardian/or authorized individual should report to the school office. The main office will facilitate the check-out of all students as well as the late arrival of all students.
- An authorized parent or guardian must sign out the child through the main office.
- An authorized parent/guardian will need to show a photo ID.
- *Anyone, including parents and/or legal guardians, must be at least 18 years old and listed in Jeffco Connect in order to pick up a student early from school. Please see enrollment secretary if you have questions.*

Make-up Work

- Students are responsible for the work they missed during an absence.
- Each teacher has a clear procedure for students to get make-up work. The student is responsible for checking with the teacher(s) and getting the work they missed. If they have any questions about the assignments, they need to be sure to ask the teacher(s).
- Students have two days for every day of absence to get their work completed and submitted.
- Students may use teacher's office hours after school to help get caught up.
- If you are absent three or more days, parents can request to pick-up work by calling the office at 303-982-1240. We request at least 24 hour notice so we can gather work for the student.

Health Room Notes:

At Arvada K-8 we are concerned for the health and well-being of all of our students. Our health room is available for those children who become ill or are injured at school. If a child runs a temperature of 100 degrees, is deemed truly ill or has an injury that appears to require medical attention, families will be called and will be expected to come for their child as soon as possible.

Occasionally, children have a difficult time determining when they are genuinely ill and confuse the health room as a place to simply come and rest. They also feel physical symptoms when upset and use the health room as a place to recover their equilibrium. While occasionally this is acceptable, we will call parents if this happens repeatedly. Sometimes children wake up in the morning and aren't feeling well but there is no fever or sign of illness. Often, parents will tell their child to go to school and if they don't feel well, to go to the health room. We have found that when a parent tells the child to go to the health room, they usually think they are supposed to go to the health room whether they feel sick or not. If you believe that your child is well enough to go to school, may we suggest that you tell your child that you're sure they will feel just fine? If a student is coming down with something, our teachers are very good at picking this up and will send him/her to the health room. Families will be called by our health room aide or secretary if needed. With this being said, please help us to meet the needs of your children by not sending them to school ill or with undiagnosed rashes or physical problems, and by helping your children to recognize and understand the real signs of illness. It is important that a child is free from fever, vomiting and diarrhea for one day before returning to school.

General Information

- The health room is located in the main office.
- For the safety of our students, they must have a pass from a teacher to come to the health room except in the case of an emergency.
- Arvada K-8 does not have a full-time nurse. The health room aide can help determine if a student needs to go home. No diagnoses of any kind are made at school; this can only be done by your own health professional.
- Students not feeling well will not be allowed to walk home except with special permission from the principal/assistant principal and the parent/guardian.

Medications at School

If your child must take medication at school, the following procedures are District Health Services requirements from the Colorado Health Department and they are **mandatory**. We cannot make any exceptions on this policy.

- Medication of any kind (prescription or non-prescription/over the counter) is to be brought into the office by a parent in its ORIGINAL CONTAINER.
- Parents must sign the district form for dispensing medication. If the medication is prescribed by a health care provider then both the parent and the physician must sign the form. Prescription medication must have the child's name on it and the pharmacy labeled container suffices for the physician's signature if the medication is to be given under fourteen days.
- The district form for dispensing medication can be obtained from the school website, health room aide or secretary.
- We cannot dispense any medication unless a district form is completed and on file in the health room.
- Students are NOT to carry any medication with them to school, at school, or from school to home. Medications may only be brought to school and picked up from school by a parent/guardian. Medication of any kind brought to school in baggies, envelopes, etc. will not be accepted. Any medication not picked up by the end of the school year will be disposed of according to District Health Services Guidelines.

Counselors

Our counselors are here to help you with educational, personal, social, and vocational needs. If you are having problems that you wish to discuss, or if you are in need of help regarding classes, please see your counselor. The counselors also work closely with families. Families are urged to contact counselors with any questions or to share helpful information.

Cell Phones and Electronics

- Elementary students (K-5): Cell phones, earbuds, and other personal electronics are not permitted at any time during the school day (Students can bring them to school but they must be turned off and put away).
- Middle school students (6-8): Cell phones, earbuds and other personal electronics are to be kept in lockers during learning times, but students may use them during lunch and recess.

*Learning is our top priority. We make every effort to protect the learning environment from disruption for all students. If a student needs to contact home, they must go through a teacher or main office. If families need to reach students during the day, they must call the main office 303-982-1240.

- ***The school is not responsible for lost or stolen electronic devices.***
- If an adult requests to confiscate a device, the device must be handed over. If an electronic device becomes an issue, a staff member will contact the student's family to create an individualized plan.

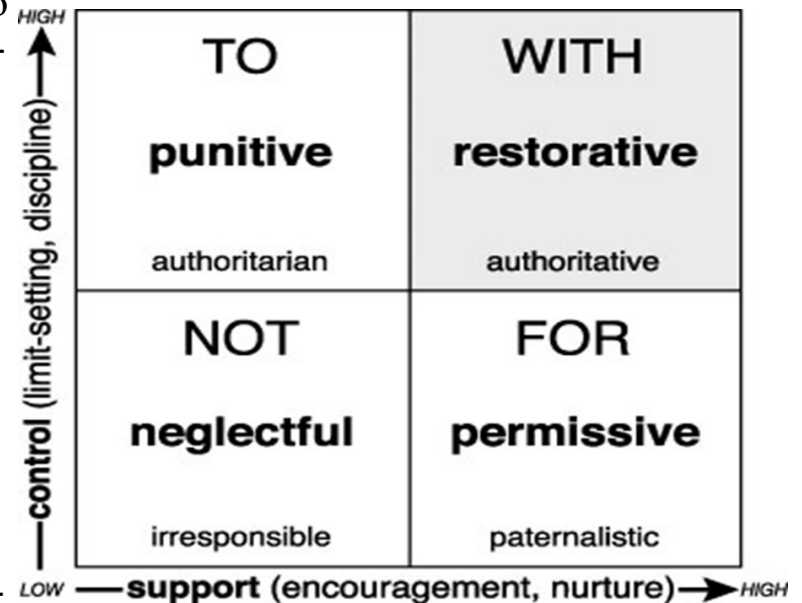
Restorative Practices

At Arvada K-8, we are implementing Restorative Practices into our daily work with students. Restorative Practices includes both proactive and reactive elements in order to support students in developing a sense of community and in understanding how to be an active part of that community. Restorative Justice is the reactive component which addresses a wrong doing:

- The responsible and affected parties have a say in what happens after a behavior
- Efforts are made to solve the problem at the local level
- The focus is on fixing situations and repairing the community rather than punishment
- There is an equal level of concern for victims, community and the responsible party
- The emphasis is on inclusion, not exclusion

When a wrong has been committed, students may be asked to participate in a Restorative Conference as a part of the reconciliation process. The idea behind these conferences is that the discipline process is being done with students, not to or for them. The following questions are addressed through the conferencing process:

1. What happened?
2. What are the effects?
3. What am I responsible for?
4. What is the solution?



We want for our parents to be an active part of our community, as well. Please sign up for one of our various volunteer opportunities during registration, talk with your child's teacher to see how you might support in the classroom, or call the main office for more information if you are interested in volunteering.

Dress Code

Students are expected to dress appropriately for all school activities. Good dress standards promote positive academic and social behavior and insure the health and safety of all students. The following standards are in effect at Arvada K-8:

- To avoid injury and disease, shoes, sandals or boots must be worn in all school buildings. Slippers with a soft sole are not permitted. It is state law that shoes be worn in all public buildings.
- Dress that is distracting to the educational process is not allowed, such as: Open mesh or see-through clothing, bare midriffs, cutoffs etc. Shorts or skirts of a length equal to extended fingers at your side are permitted. Clothing must appropriately cover the body. Shirts with straps less than 3 fingers in width are not permitted unless a jacket or sweater is appropriately covering the straps so that the straps cannot be seen. Pajamas and gloves are not permitted in school.
- Clothing advertising, promoting or encouraging the use of tobacco, alcohol, drugs, sex, violence, or gang activity is not allowed at school.
- Clothing, stickers or graffiti on books or notebooks with derogatory or negative messages directed toward, or about, any individual or group will not be tolerated.
- No excessively baggy clothing or blankets are to be worn in the building.
- No hats, other headgear (including hoodie hoods), or sunglasses are to be worn in the building during the school day.
- No gang graffiti or symbols are allowed on clothes. The wearing of all the same colors for clothes (i.e. all red, all blue or all yellow meaning red pants and red shirt or blue pants and blue shirt etc.) is not allowed.
- No unnatural contacts are allowed. (cat eyes, or spiral contacts as an example)
- Students are not permitted to wear frayed jeans with holes that expose large amounts of skin (no holes above the finger tips).

Students who wear clothing that does not abide by the dress code could be asked to call home to get alternate clothing or asked to change into appropriate clothing provided by Arvada K-8. We reserve the right to not allow individual students to wear certain types of clothes that are generally permitted if they do not follow our expectations (i.e. if a student continually wears their hood from their hoodie they will be asked not to wear hoodies any longer at Arvada K-8). Continued dress code issues, or refusal to correct an issue will be considered defiance and may be subject to disciplinary action which could include suspension.

In addition, social events may alter interpretations and meanings of various slogans, clothing and attire; we therefore reserve the right to constantly reevaluate and assess the appropriateness of any item throughout the school year. Final determination as to the appropriateness of the attire is reserved for administration. The school may make exceptions to these expectations on special days. Such exceptions will apply to all students and will be communicated through the Principal's office.

HOMEWORK GUIDELINES

Homework plays an important role for a student's learning. We believe both families and the school have some common goals:

- Each family needs to be responsible for establishing procedures at home for a nightly commitment to academic work.
- Increasing reading skills must be a priority and is best done by practicing reading. Children should spend significant amounts of time reading to an adult and reading independently.
- Children have the responsibility of returning permission slips, delivering notes to home and school and remembering materials, homework, folders, etc.
- Children must master organizational skills to be prepared and ready for each school day with proper supplies, paper, pencils, lunch money, etc.

Reasons for Homework

- It establishes a link between home and school; parents are better informed and aware of what their children are doing.
- It establishes a sense of responsibility in a child. School is a child's work.
- Homework reinforces study and organizational skills that are taught at home and at school.

Types of Homework

- Assignments to strengthen skills such as spelling and vocabulary words, math fact problems and legible handwriting.
- Assignments that provide a deeper understanding of the lesson such as special projects.
- Independent reading or reading to your child.
- Parents should discuss and review on a daily basis what a child is reading. Asking them to tell you the main topic of the story and the traits and characteristics of the main characters enhances reading comprehension. Also asking them to restate or paraphrase what they have just finished reading is a great reading comprehension strategy.

Open communication with your student's teacher(s) is highly encouraged if you have questions or concerns regarding homework.

LOCKERS for Grades 6-8

- A locker is issued to middle school students at the beginning of the year.
- The locker should be kept locked at all times and may not be shared with other students. It is critical to keep locker combinations private to keep valuables safe!
- If a student gives the combination to anyone, their property will not be safe. Locker combinations will not be changed during the school year.
- Students are responsible for keeping their lockers clean both inside and outside. Damages caused by misuse (too much in the locker) or the use of tape (use Sticky Tack and magnets) may be charged to the student.
- Any locker malfunction should be reported to a teacher or the office.
- Students may use lockers before and after school, before and after lunch/recess, and with a pass from an adult.
- Lockers remain the property of the school and may be searched at any time.

INTERNET USE AGREEMENT

Students will be doing research projects throughout their school years at Arvada K-8. We would like to have the Internet available as a research tool. In order for your student to use the Internet at Arvada K-8, both the parent and student must read our policy and agreement. The signed agreement, which is part of registering your student through Jeffco Connect, must be electronically signed. Students will not be able to use the Internet until we have this signed agreement. Only the official agreement form will be accepted as permission for your child to use the Internet. Inappropriate use of the Internet by students will result in consequences as determined by staff and may include revoking of privileges. Parents will be notified of any disciplinary action regarding inappropriate Internet use.

1:1 Chromebooks!

We are excited to announce that Jefferson County schools is supplying all 5th grade students with a district Chromebook starting in the 2019-2020 school year. We are fortunate at Arvada K-8 to be in phase 1 of the device rollout which means our 5th grade students will receive their Chromebook at the beginning of the school year. The district initiative is for the assigned device to follow the student through 8th grade.

We also plan for our 6th, 7th, and 8th graders to be assigned a school owned Chromebook. The intent is for our 5th-8th graders to take the devices home and return them to school each day. This will give students an opportunity to have a 24/7 educational experience and learning activities rich with technology integration.

INSTRUCTIONAL BENEFITS

- Prepares students for success in an increasingly digital world
- Develops responsible creators and users of technology
- Facilitates technology-enriched instruction that can be customized and student directed
- Provides opportunities to meet the diverse needs of all learners at various stages of learning
- Enables teachers to more efficiently understand students' learning and adjust instruction accordingly
- Encourages opportunities for students to collaborate and connect with broader audiences
- Allows students to demonstrate their learning in a variety of ways

The district will be covering annual technology fees for students who are on free and reduced lunch. Fifth graders will have an annual \$50 technology fee. Sixth, seventh, and eighth grade students will have an annual \$25 technology fee.

Notice of Non-Discrimination

The Jefferson County School District, R-1 does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin or age in its programs and activities. The following person has been designated to handle inquiries regarding all nondiscrimination policies, including sexual harassment policies: Executive Director of Employee Relations, 1829 Denver West Drive, Building #27, PO Box 4001, Golden, Co. 80401-0001. Phone: 303-982-6544.

Parent and Visitor Sign-In:

- All parents and visitors are expected to check-in through the main office in order to enter other areas of the school building.
- The purpose of the check-in process is to know who is in the building, to screen potential visitors for individuals who should not be in the building, and to minimize instructional interruptions. The bottom line: We do this to protect the students' safety.
- If a child forgets something or if something needs to be delivered to a child, please bring it to the main office. We will then ensure that it is delivered to your child in a timely manner. We do this to minimize the interruptions to the classroom and to protect instructional time.

School Phone Use

- School phone use by students is not allowed during school except in cases of emergencies as authorized by an adult.
- Students must go through the health room if they need to call home due to illness.
- All calls to parents must be made through the school health room or main office.

Report Cards

Report cards are given to students at the end of each trimester.

Middle school grades may be viewed in Infinite Campus Parent Portal as well.

Meals at School

Breakfast:

We have the Universal Breakfast Program in which every student has the option of receiving FREE breakfast. It is available to all students for beginning at 7:45 AM.

Lunch/Recess:

Half of lunch time will be spent outdoors at recess, while the other half will be spent in the cafeteria eating. Students will always have the opportunity to eat lunch, but it may be possible that social time is removed as a consequence.

In the event of inclement weather, students will remain indoors for recess. We are in Colorado, and students should dress for the weather. We make every attempt for students to be able to go outside for fresh air. As a general guideline, we will remain indoors if the temperature is below approximately 20°F, there is a significant amount of active precipitation, winds are at dangerous levels, there is too much ice in areas designated for play, or it is deemed unsafe for students to be outside.

Expectations:

Inside

- **No food in halls. (exceptions are taking breakfast into classroom, bringing food to the cafeteria for lunch, and putting food away in lockers after lunch).**
- Be respectful of our cafeteria.
- Students will enter the kitchen area only four at a time without pushing, horseplay, or cutting in line.
- Students must know their student ID number in order to make purchases.
- Students must be in the cafeteria when the tardy bell rings.
- Students should use an appropriate “Level 1” voice in the lunchroom.
- Students should walk at all times in the cafeteria.
- When in line, students are to keep hands to themselves.
- Students are to stay in their seats while eating. Students may raise their hands to leave their seat for restroom, drinks, or food needs.
- When students finish eating, they will be asked to clean up after themselves, wait for dismissal and then put trash and recyclables in the appropriate containers on the way out.
- A team of students will be assigned to wipe tables each day.

Outside

- Students must remain outside during their designated outside time.
- Students must stay within the boundaries of the school and avoid contact with anyone who is not an Arvada K-8 student or employee.
- Only students involved in games are allowed on the playing fields.
- If students wish to check out playground equipment, they will need to give their school ID to the teacher on duty, and be responsible for the equipment they check out.
- Tackle football is not permitted.
- No food, drinks, or backpacks are allowed outside.
- Do not throw snowballs or any other objects!
- Respond to whistle signals.

Safety Procedures

As part of the Emergency Response Plan, the district has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff, and first responders when describing actions to be taken in the event of an emergency.

The SRP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

- **Lockout** – “Secure the Perimeter”
- **Evacuate** – “To the Announced Location”
- **Lockdown** – “Locks, Lights, Out of Sight”
- **Shelter** – “Using Announced Type and Method”

The commands may be combined depending on the situation.

In addition to adopting the SRP (Standard Response Protocol) for emergency situations; the school has put into place various safety measures to maintain the highest level of safety possible. Controlling access to the school is a top concern. We must maintain a balance between having a welcoming environment and a facility which is secure from intruders. While it is impossible to make the facility completely inaccessible, we take reasonable steps to reduce the risks. These include:

- All doors will remain locked throughout the school day unless the door is supervised by an adult. The front door is the one main entrance to the school. This door has been equipped with a keyless entry system and an intercom system for guests to our school. All visitors will need to be buzzed in through the intercom system.
- All Arvada K-8 staff and Jeffco staff on campus will wear picture identification.
- Arvada K-8 has a visitor log. Authorized persons who come to pick up students during the day must sign out in the office.
- Arvada K-8 will secure service entrances, delivery doors, and other entrances during and after school hours. Food service personnel and custodial staff will be diligent about screening deliveries.
- All school doors are to be closed and secured from the outside while custodial personnel and after-hours staff work inside the building.
- All Arvada K-8 staff, including support personnel, are asked to greet strangers not wearing a valid ID or visitor badge. Staff will report strangers to the office if they do not feel safe approaching someone they believe may be an intruder.
- Students are instructed not to open doors for anyone.
- All staff must be vigilant about strangers loitering in or near the school or in the parking lot. Suspicious persons will be reported to district security and law enforcement.
- Emergency kits are in all classrooms and offices.

Before and After School Expectations

Student safety is of upmost concern to the school. To ensure this safety, the following policy is being enacted to ensure appropriate on-campus supervision of students.

- Students are expected to be picked up from the school day or an event at dismissal or at the end of the event.
- School provided supervision at the front of the school and on the play pads starts 15 minutes prior to the start of the school day and ends 10 minutes after dismissal. For the 2019-2020 school year, this means that student supervision is provided from 7:45 AM to 3:10 PM.
- Parents are discouraged from allowing their child to arrive on school grounds prior to 7:45 AM, as there is no school sponsored supervision at that time.
- Students are not allowed in the school building prior to 7:45 AM and after 3:10 PM without being supervised by an adult, at a school sponsored event, or without a pass from a staff member. Students who repetitively violate this policy may be subject to disciplinary processes.
- At the end of the school day or after an event, students who are waiting to be picked up should wait on the sidewalk along the front of the school.
- Students will be allowed on campus for up to 10 minutes after dismissal or the end of a school related event. After 20 minutes, the following will occur:
 - ⇒ A staff member will contact the parent of the students who are waiting to be picked up and confirm that the parent is on his or her way. Once confirmed, the student will be allowed to wait on the benches in front of the school.
 - ⇒ If staff members cannot reach a parent or guardian, the child will be allowed to wait on the benches. Law enforcement or Social Services may be notified to come and pick up the child if the child is still on campus after 30 minutes from the time of dismissal or the end of the event. Prior to this happening, every effort will be made to contact the parents.
- Students who are not waiting for parents, who are causing a disruption, or acting inappropriately will be asked to leave campus immediately.

Teacher Meetings

Parent/teacher conferences are scheduled throughout the year. Check the calendar for specific schedules. Parents who wish to talk with their student's teacher (or teaching team) at any other time simply need to contact that teacher via voice mail or e-mail. This is encouraged for problem-solving and planning student interventions. A full team conference must be scheduled through the team leader or counselor. Voicemail numbers and e-mail addresses can also be found on the website at <https://arvadak8.jeffcopublicschools.org/>

Jeffco Family and Student Handbook (Code of Conduct)

General Guidelines and Expectations:

The primary purpose of discipline at this school is to help people learn how to live and work together cooperatively, thus promoting positive behavior. This skill is a joint effort of the home and the school that leads young people to develop self-control, good character and orderly conduct. The following rules have been established in order to maintain a school climate in which everyone feels safe, secure and accepted as a worthwhile person; also, to provide uniformity throughout the school. It is the student's responsibility to know and understand these rules. Teachers and administrators will discuss these rules with classes during the first several days of school.

These guidelines are in alignment with expectations outlined in the Jeffco Family and Student Handbook (Code of Conduct). All students are responsible for reading and being familiar with the Jeffco Family and Student Handbook (Code of Conduct). In order for our policies and procedures to have the greatest possible positive effect, we need your cooperation. This year the Jeffco Family and Student Handbook (Code of Conduct) being distributed electronically through Jeffco Connect only and can be accessed at:

https://jeffcopublicschools.org/UserFiles/Servers/Server_627881/File/Jeffco%20PS/School%20Info/Code%20of%20Conduct/student_family_handbook_revised4_4.pdf

It is your, and/or your student's, responsibility to become familiar with the contents of the Jeffco Family and Student Handbook (Code of Conduct). If you do not have access to the internet at home you can access the document at school by contacting the main office. The school has created the following options at school to access the document and can assist you.

The following options to access the Jeffco Family and Student Handbook (Code of Conduct) are available: 1) It is available at the above website. 2) It is available on the school website. 3) A copy is available in the main office of the school.

The school will also do instruction and training with your student concerning the contents of the Jeffco Family and Student Handbook (Code of Conduct) to ensure that students are aware of expected behaviors and understand their rights and responsibilities. If you have any questions, please contact the school at 303-982-1240.

Detention

Students may be assigned detention for behavior or discipline issues. Teachers may assign detention when problems occur in the classroom. Parents will be informed at least 24 hours in advance of any after-school detention. The person assigning the detention will call the primary phone number listed in our school records to provide this notification. If necessary, they will leave a message. ***Please be sure that your phone numbers are up to date with the school to ensure that you receive these phone calls or messages.***

Lunch/recess detention is also a possible consequence. This means a student will still have the opportunity to eat lunch, but will not have social time during lunch/recess.

Suspension

A suspension is a disciplinary action taken by school officials which temporarily prohibits a student from attending classes and after school events. An administrator may immediately suspend any student for a serious breach of conduct or failure to fulfill an agreement as a result of a disciplinary problem. The length of the suspension will vary depending on the infraction. The full purpose of a suspension can only be effective if the parents make the suspension period something more than a “vacation” from school. Students under suspension are not to be on school grounds or in the school building during the time of suspension, thus attendance at any after school or evening activity or events are prohibited.

In-School Suspension

Students may be in school suspension detention for behavior or discipline issues. An administrator may assign in school suspension in order to remove the student from the learning environment as necessary. Students will attend school in an alternate location and will be provided with work by his/her teacher(s). The length of the time assigned to ISS will depend on the infraction.

Saturday School

Saturday school is typically assigned for a student whose behavior has caused them to miss out on time in the learning environment. A parent will be notified at least 24 hours in advance of any Saturday School. Students will use this time to get caught up on their work.

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 <i>Family Friday Coffee</i> 8:30-9:30 AM	10
11	12	13 <i>Meet and Greet 4:00-6:00 PM</i>	14 <i>First Day of School for All Grades Except 8th</i>	15 <i>First Day of School for 8th Grade</i>	16	17
18	19	20 <i>Partners in Education</i> 6-7 PM	21	22	23 <i>K-5 Modified Contact (Regular schedule for 6-8)</i> <i>Family Friday Coffee</i> 8:30-9:30 AM <i>Family University Night</i> 5:30-7:00 PM	24
25	26 <i>Elementary Modified Contact Day (Scheduled testing only)</i> <i>Regular schedule for 6-8</i>	27	28	29	30	31

September 2019

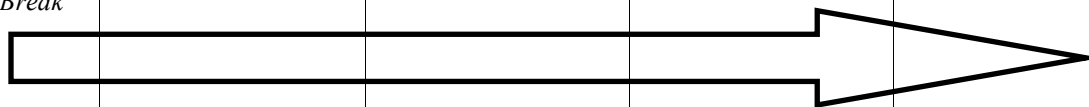
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Labor Day: No School</i>	3	4	5	6 <i>Family Friday Coffee 8:30-9:30 AM</i>	7 <i>Arvada Harvest Festival/K-8 Spirit Day</i>
8	9	10	11	12	13	14
15	16	17 <i>Partners in Education (PIE) 6-7 PM</i>	18	19	20 <i>Non-Student Contact Day</i>	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>Family Friday Coffee</i> 8:30-9:30 AM	5
6	7	8	9	10	11	12
13	14	15 <i>PIE 6-7 PM</i>	16	17	18 <i>Family Friday Coffee</i> 8:30-9:30 AM	19
20	21	22 <i>Parent Teacher</i> <i>Conferences K-8</i> 3:30-7:30 PM	23 <i>Parent Teacher</i> <i>Conferences K-8</i> 3:30-7:30 PM	24	25 <i>Fall Break—No</i> <i>School</i>	26
27	28 <i>Non-Student Contact</i> <i>Day</i>	29	30	31 <i>Halloween Parade</i>		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Middle School Modified Contact Day (students who need to improve grades). Regular Day for Elementary Family Friday Coffee 8:30-9:30 AM	2
3	4	5	6	7	8	9 End of Trimester 1
10	11	12	13	14	15 Family Friday Coffee 8:30-9:30 AM Trimester 1 Report Cards Go Home	16
17	18	19 PIE 6:00-7:00 PM	20	21	22	23
24	25 Thanksgiving Break No School	26	27	28	29	



December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 Elementary Modified Contact Day, Scheduled Testing Only (Regular Schedule for Middle School) 5th Grade Move Up Day	14
15	16	17 PIE 6:00-7:00 PM	18	19	20 Family Friday Coffee 8:30-9:30 AM	21
22	23 Winter Break No School	24	25	26	27	28
29	30 Winter Break No School	31	1	2	3	

January 2020

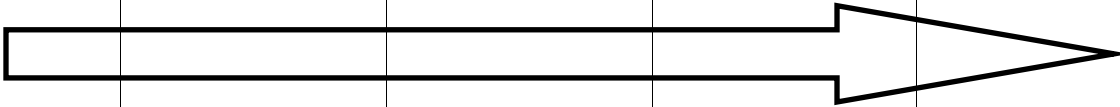
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 <i>Family Friday Coffee</i> 8:30-9:30 AM	11
12	13	14	15	16	17	18
19	20 <i>Martin Luther King</i> <i>Day No School</i>	21 <i>PIE 6:00-7:00 PM</i>	22	23	24 <i>Family Friday Coffee</i> 8:30-9:30 AM	25
26	27	28	29	30 <i>Parent Teacher</i> <i>Conferences K-8</i> 3:30-7:30 PM	31	

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 <i>Family Friday Coffee</i> 8:30-9:30 AM	8
9	10	11	12	13	14 <i>Non-Student Contact Day</i>	15
16	17 <i>President's Day</i> <i>No School</i>	18 <i>PIE 6:00-7:00 PM</i>	19	20	21 <i>Family Friday Coffee</i> 8:30-9:30 AM <i>End of Trimester 2</i>	22
23	24	25	26	27	28 <i>Trimester 2 Report</i> <i>Cards Go Home</i>	29

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 <i>Family Friday Coffee</i> 8:30-9:30 AM	7
8	9	10	11	12	13	14
15	16	17 <i>PIE 6:00-7:00 PM</i>	18	19	20 <i>Family Friday Coffee</i> 8:30-9:30 AM	21
22	23 <i>Spring Break</i> <i>No School</i>	24	25	26	27	28
29	30	31				



April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 <i>Family Friday Coffee</i> 8:30-9:30 AM	4
5	6	7	8	9	10 <i>Non-Student Contact</i> <i>Day</i>	11
12	13	14	15	16	17 <i>Family Friday Coffee</i> 8:30-9:30 AM	18
19	20	21 <i>PIE 6:00-7:00 PM</i>	22	23	24	25
26	27	28	29	30 <i>Timberwolf</i> <i>Community Fiesta</i> 5:00-6:30 PM		

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Elementary Modified Contact Day, Scheduled Testing Only (Regular schedule for middle school). Family Friday Coffee 8:30-9:30 AM	2
3	4	5	6	7	8	9
10	11	12 Student Led Conferences 3:30-6:30 PM	13	14	15 Family Friday Coffee 8:30-9:30 AM	16
17	18 Field Day K-5	19 PIE 6:00-7:00 PM	20	21	22 Last Day of School K-5 8th Grade Continuation (No school for 6th and 7th grades) Report cards mailed home	23
24	25	26	27	28	29	30