



**Arvada K-8**  
**Family-Student Handbook & Calendar**  
2022-2023

**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/>

## Mission/Vision

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

Arvada K-8's Staff's Collective Commitments:

- |                 |                  |                    |
|-----------------|------------------|--------------------|
| • Collaboration | • Growth Mindset | • Student Centered |
| • Perseverance  | • Compassionate  | • Communication    |

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

**Perseverance** (Focus, Determination, and Effort)

**Ambition** (Dreams, Hard Work, Achievement)

**Community** (Collaboration, Encouragement, Inclusion)

**Kindness** (Acceptance, Patience, Respect)



## Support Staff for your Student(s)/Family

<b>Classroom Teacher</b>	First point of contact and can support with grades, day to day interactions, questions and concerns		
<b>Counselors</b>	Available to provide social, emotional and academic support for students and families.		
	<b>Siara McWilliams</b> Grades 1,5, 6	<b>Maggie Jensen</b> Grades K,3,8	<b>Reed McIntyre</b> Grades 2,4,7
<b>Pamelagrace Okeke</b> (Social Emotional Learning Specialist)	Supports school-wide systems and structures that pertain to social emotional learning.		
<b>Elysabeth Ashe</b> (Family Liaison)	Available to support you and your family with becoming a partner in your child's learning experience as well as provide resource options and is a communication bridge for school and family.		
<b>Oliva Amaro</b> (Family Liaison)	Available to support you and your family with becoming a partner in your child's learning experience as well as resources and is a communication bridge for school and family. *Spanish speaking.		
<b>Michele Kincaid</b> (Enrollment Secretary)	Available to support you with enrollment, absences, and Infinite Campus		
<b>Janet Malloy</b> (Financial Secretary)	Available to support you with any fees.		
<b>Jill Jantz</b> (Principal Secretary)	Available to support you with scheduling an appointment with any Assistant Principal or Principal Scott Simon.		
<b>Principal/Assistant Principals</b>	Available to support your student and family with behavior, academic, and social needs that might arise.		
	<b>Brandon Hall (Interim Principal)</b> Grades 3,7	<b>Lorrie Joseph (Assistant Principal)</b> Grades 4,5,6	<b>Kristin Steele</b> Grades K, 1, 2, 8
<b>Chris Brinster</b> (Dean)	Available to support your student and family with behavior and social needs that might arise.		

### 7th/8th Bell Schedule

Red		Yellow	
PACK	8:00-8:40	PACK	8:00-8:40
1	8:42-9:49	2	8:42-9:49
3	9:51-10:58	4	9:51-10:58
5	11:00-12:07	6	11:00-12:07
7th Lunch 12:09-12:24 Recess 12:24-12:39	8th Recess 12:09-12:24 Lunch 12:24-12:39	7th Lunch 12:09-12:24 Recess 12:24-12:39	8th Recess 12:09-12:24 Lunch 12:24-12:39
7	12:44-1:51	8	12:44-1:51
9	1:53-3:00	10	1:53-3:00

### K-6 Lunch Schedule

Kinder/1st Grade	10:40-11:00	Lunch	2nd grade/3rd grade	10:40-11:00	Recess
	11:00-11:20	Recess		11:00 -11:20	Lunch
4th grade/5th grade	11:30-11:50	Recess	6th grade	11:20-11:40	Lunch
	11:50-12:10	Lunch		11:40-12:00	Recess

## Family Engagement Opportunities

We value our partnership with families and recognize the importance of the school to home connection in the success of your children at school and beyond. We have five main ways for families to partner with our school.

1. **Partners in Education (PIE):** meeting (3rd Tuesday of each month from 6-7 PM in our Library and virtually via google meet). This is a state mandated committee that is focused on providing input to the principal on the accountability of the academic programming, school budget, and calendar.
2. **Family School Partnership Committee:** This group will partner with teachers and liaisons to support families with education initiatives and special projects throughout the year as needed
3. **Volunteering:** We have a lot of opportunities for our families to volunteer in our school. If you would like to volunteer please contact our family engagement liaison.
4. **Family Teacher Meetings:** We have 3 formal nights of family teacher conferences (2 in October and 1 in February). In October we invite all families and in February we invite families with students that need a conference to address academic or social concerns or if families want a conference. Also, please note that if you would like a meeting outside of these dates, please contact your child's teachers.
5. **Stay engaged:** If you do not have the time to volunteer in person, stay engaged by regularly communicating with your child's teacher(s). Contact our school if you have questions, ideas, or concerns!

## Attendance Policy

**Arvada K-8's attendance goal is to have all of our students here over 95% of our school days (missing less than 10 total 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 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 that things come up, but we know attendance is a key indicator for student engagement in school. Please contact your student(s) counselors with any questions, concerns, or if you need any support. As a quick reference we will be using the following table as a guide to support your student(s):

<b>Number of Absences</b>	<b>Support/Intervention</b>
0-3 Days or 12 Classes	Phone Call/Email from staff member to see how Arvada K-8 can support
3-5 Days or 12-20 Classes	Student Success Plan Used to reflect on barriers and plan actions steps to support positive growth in attendance
5-7 Days or 20-28 Classes	Compulsory Letter (for unexcused absences) Medical Letter (for excused absences)
7-10 Days or 28-40 Classes	Review Support Plan
10-20 Absences or 40-60 Classes	District Referral to Student Engagement Office
20+ Absences or 60+ Classes	Referral to Truancy

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:**

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 will be excused if:

- Students are absent for an extended period due to physical, mental or emotional disability (Doctor's verification may be required).
- Student 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.
- Student has a scheduled family vacation – up to 4 days, one time per year (excludes state testing windows)
- Students have 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 a 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 in 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.

All school doors except the main entrance will lock at 8:00 a.m. Students who are tardy to school after 8:00 must enter at the main doors.

### **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. If a student is walking out of class on multiple occasions or abuses hallway passes (by lingering in the halls, restrooms, or generally avoiding class) the student will be placed on a no-pass list for one week and will need an escort to leave any classroom for any reason.



### **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
- 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, have id, 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 done and turned in.
- Students may use teachers' 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 hours notice so we can gather work for the student.

## **Title I Family-School Partnership Agreement**

*This agreement has been jointly developed and agreed upon by the Arvada K-8 staff, families, students and community . Its purpose is to recognize and build partnership for improved and sustainable student academic achievement .*

### **Arvada K-8 Goals for the 2022-2023 School Year**

*Together, we commit to...*

- Welcoming ALL families and creating a place where you belong
- Communicate Effectively - so we can listen and inform
- Work together to support student success

- Speak up for every child
- Share power with families by involving them in decision making
- Collaborate and build mutually meaning partnerships with community members and organizations

**Arvada K-8** receives funds from Title I, which is a federal program that provides resources to schools that have high free lunch numbers. Every school receiving Title I money is required to notify families of these rights:

- *to know the qualifications of your child's teacher to teach the grade levels and subject areas in which the teacher provides instruction;*
- *to know if the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;*
- *to know if your child is provided services by paraprofessionals and, if so, their qualifications;*
- *to have timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.*
- *to expect regular communication about your child's academic growth in a language you can understand;*
- *to help plan and know how money for family engagement and school budgets are spent;*
  
- *to work with other families, teachers, and the principal in developing a Unified Improvement Plan and a school-level family agreement between school and families;*
- *to request a meeting with your child's teacher or the principal;*
- *to participate in your school's Parent Teacher Association (PTA), school Accountability Committee, or other school family meetings and support the success of all children.*

### **Title I Notification**

Arvada K-8 is dedicated to making sure all of our children succeed in school and in life. We are proud of the programs we offer at Arvada K-8 that help students learn and ultimately be successful.

The Every Student Succeeds Act, ESSA, signed into law by President Obama in December 2015, requires states to set challenging standards in math, reading or language arts, and science that are aligned with higher education and Career and Technical Education (CTE) expectations. In Colorado, we use Colorado Academic Standards.

**Arvada K-8 prioritizes our Title I Funding in the following ways:**

- Staffing To Provide Opportunities for Students and to reduce class size
- Family Engagement
- Curricular and Technology Resources

### **Health Room**

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.

Most students use the health room completely appropriately. If we deem that a student is overusing the health room we will contact families and create a plan to support the student.

- The health room is located in the student center.
- 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.

### **Immunization at School:**

Immunization requirements will be strictly enforced for all students. Per Colorado Law all students enrolled in a Colorado Public School must have a minimum number of required immunizations or submit a completed personal or religious exemption ANNUALLY to the school health aide in order to begin school. Additional information on immunization requirements along with exemption forms can be found on the Jeffco Schools Website under Health Services. Please contact the Health Aide for current immunization requirements. Students who do not meet these requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.

### **Cell Phones and Electronics**

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.

- 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 turned off or on silent and kept in backpacks, purses or a secured designated space in the teachers room. Pockets are not an option. Cell phones may be used during lunch and recess.
- ***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 in Jeffco and Arvada K-8**

At Arvada K-8, our philosophy around discipline is grounded in Restorative Practice. We are proud to partner with Andi Allen and Jeffco's Restorative Practices Team (in the Office of Student Engagement) as we implement these values.

#### **Defining Restorative Practices:**

A mindset, not a curriculum or program, that focuses on building positive relationships and providing opportunities for community members to take responsibility for their behavior and their lives.

At the heart of restorative practices is the belief that we are all in this together, that we are all connected.

#### **The 5 R's**

Restorative practices are often defined by the 5 R's. In a restorative school, family, and workplace, these five values are put into action by all community members:

- **Relationship:** Healthy relationships among all members of the community
- **Respect:** Mutual respect between all community members
- **Responsibility:** Shared ownership of our community and our actions
- **Repair:** Healing the harm caused to ourselves and our community
- **Reintegration:** Authentic opportunities to rejoin the community after disconnection



## **Rationale for Restorative Practices:**

### **Restorative practices create strong relationships between students and school.**

Strong relationships help students engage in their learning. Restorative practices help us build strong relationships from the beginning. They also help us address challenging behavior in a way that strengthens relationships rather than breaks them.

### **Restorative practices can meet the needs of individual students.**

Every student and every behavior has a story. Restorative practices ensure that the individual needs of each student are met, which can address the inequity we often see in traditional discipline practices.

Restorative practices support students in learning how to create healthy relationships and how to resolve conflicts.

Restorative practices are designed to teach social-emotional and conflict-resolution skills that students can apply outside of school.

## **Most Common Practices Implemented in a School:**

### Proactive Practices to Build Community

- **Community Building Circles:** Participants pass around a talking piece and take turns responding to the same prompt to create connections and increase understanding of one another. Prompts might range from light-hearted to reflective.

### Responsive Practices to Address Behavior & Conflict

- **Restorative Conversations:** In most cases, a student and an adult have a structured conversation to reflect on a challenging behavior in order to grow their understanding of: why the behavior is happening, how it is impacting others, who is responsible, and how they will repair any harm that has been caused.
- **Restorative Conferences:** When two people are in conflict with one another, it sometimes requires the support of an outside facilitator to reflect on the situation. The facilitator meets with each party separately before bringing them together to identify:

what has happened, who has been impacted, who is responsible for what, and how the parties will repair the harm caused and move forward.

- **Harm Circles:** When more than two parties are involved in a conflict, a harm circle can be used to ensure that everyone is able to express how they've been affected and can collaborate to create a plan for repairing any harm caused.
- **Circles of Support:** When a student is struggling to connect with their community, a Circle of Support brings together educators, family members, and even peers to create a plan for supporting this student in reintegrating into the school community.

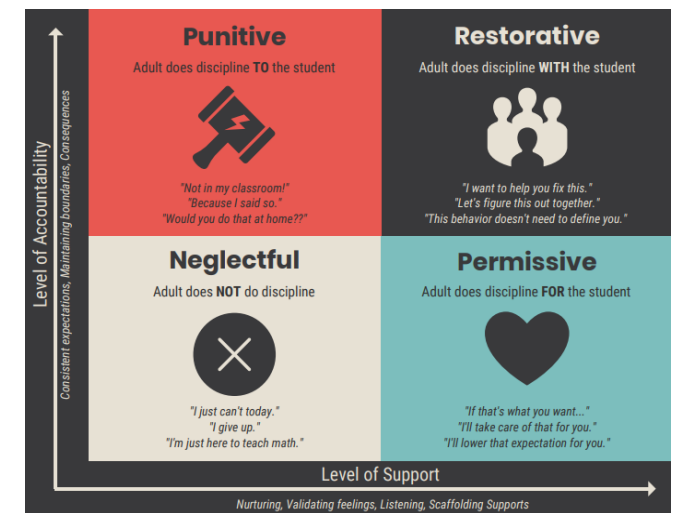
### Bringing Restorative Practices Home:

#### Proactive Practices to Build a Stronger Family Community

- Designate time as a family to build connections
- Check in with family over a meal or activity to reflect on our day and our actions

#### Responsive Practices to Address Behavior & Conflict

- Wait until everyone is calm to address behavior and conflict among family members.
- Use neutral tone and body language when having a difficult conversation.
- Model taking responsibility for our actions and the impact they have had on others.
- Practice listening to everyone's perspective before making decisions about consequences.
- Give your student(s) a voice in how they will make things right after a mistake.



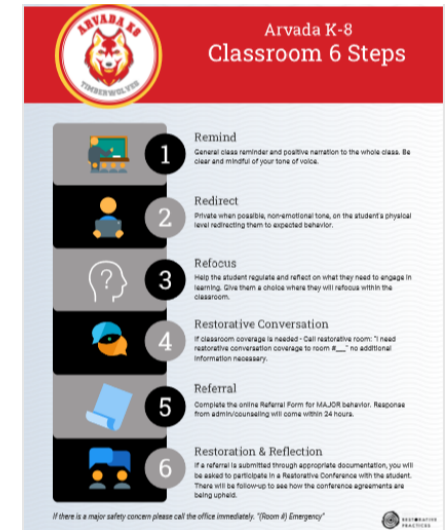
### Systemic Classroom Management Strategy:

Teachers will use a variety of classroom management techniques in the

classroom to support students. Our goal is to have students in the classroom learning as much as possible. If a student is having a difficult time,

teachers will utilize our classroom 6 steps and remain focused on providing the student the support they need to be successful. If your student is going through steps 1-5 on a regular basis you will be communicated with by the classroom teacher to partner with you to continue to support your child.

1. REMIND: General class reminder of expectations
2. REDIRECT: Individual verbal redirection - refer back to class norms
3. REFOCUS: Asked to reflect on behavior in the classroom
4. RESTORATIVE CALL: An informal restorative conversation takes place between student and teacher in the hallway
5. REFERRAL: An office referral is written to engage admin in support of the student and the behavior
6. RESTORATION/REFLECTION: Student and teacher are asked to engage in a formal restorative conference to repair relationship



If your student receives an office referral you will be contacted by the grade level Assistant Principal/Principal or their designee to discuss next steps.



## **Social Emotional Learning**

Arvada K-8 does not only focus on traditional academic and elective courses. In addition, to support students' wellbeing and continued social development we provide weekly core instruction on social emotional learning (SEL). This learning comes during homeroom time in K-5th grade and through PACK time in 6-8th grade. These lessons include learning through the Collaborative for Academic, Social, and Emotional Learning (CASEL) and their five social emotional competencies of self-awareness, self management, social awareness, relationship skills, and responsible decision making. We believe these lessons are crucial for our students to engage in and would love to partner with families to support the social emotional growth of our students. If you have questions about this content please contact our social emotional learning specialist.

### **Check-In Check-Out:**

At our school we offer Check-In Check-Out (CICO). CICO is an individual intervention that provides students with a trusted adult to check-in with them at the beginning and end of each day. This intervention provides students with feedback and support around behavior, academic, or attendance concerns that may be impacting the student's learning.

## **Jeffco Family and Student Handbook (Code of Conduct)**

### **General Guidelines and Expectations:**

All students are responsible for reading and being familiar with the Jeffco Family and Student Handbook (Code of Conduct). This year the Jeffco Family and Student Handbook (Code of Conduct) being distributed electronically through Jeffco Connect only and can be accessed at: <https://tinyurl.com/y9jk855u>

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.

The lens of restorative practices will be used at all times, however some behaviors do require consequences that might include detention, in-school suspension, out-of-school suspension and expulsion. Our administrative team will partner with the office of student discipline and families in these events.

### **Detention**

Teachers and administrators may assign detention. Parents will be informed at least 24 hours in advance of any after-school detention. The person that assigns 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.

### **In-School Suspension/Out of School Suspension**

A suspension is a disciplinary action taken by school officials which temporarily prohibits a student from attending classes. During an in school suspension students will complete their schoolwork in an alternate location. During an out of school suspension students 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. The length of the suspension will vary depending on the infraction

### **Dress Code**

Arvada K-8 expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing

that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code application does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks and breasts are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**2. Students Must Wear\***, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

**3. Students May Wear**, as long as these items do not violate Section 1 above:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (hoods must allow the face and ears to be visible to staff)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire and footwear
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

#### 4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Attire that is affiliated with gangs (admin will determine).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Explicit hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any consistently marginalized groups.
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance).

To ensure effective and equitable application of this dress code, school staff shall apply the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory application.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code application because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not apply the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school.

- School staff shall not ask students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory application of the dress code should contact the Principal.

### **Homework Guidelines**

Homework plays an important role for School students. We believe both parents 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.

### **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:**

Jefferson County schools supplied all students with a district Chromebook. The district initiative is for the assigned device to follow the student through 8th grade. Since the 2019-2020 school year all 5th, 6th, and 7th graders have a district Chromebook. We will provide our 8th graders 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 and Sixth graders will have an annual \$50 technology fee. 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.

At Arvada K-8, we take all discrimination seriously. Please support our school and learning by communicating any concerns about discrimination to the principal or assistant principal so that we can investigate and create a plan to problem solve and/or consequence any discriminatory act.

### **Parent and Visitor Sign-In**

- All parents and visitors are expected to sign-in at the main office in order to enter the school beyond the office or enter a classroom.
- The purpose of the sign-in process is to know who is in the building, 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 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.

## Report Cards

Report cards are viewable through Infinite Campus Parent Portal for all K-8 students each trimester on the following dates November 19, March 4, May 26.

## 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 beginning at 7:45 AM and is available until 9:00 AM. All students eat breakfast in their classroom.

### 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 during Lunch/Recess:

#### **Inside**

- **No food in the halls. (exceptions are taking breakfast into the classroom and bringing food to the cafeteria for lunch).**



- Be respectful of our cafeteria; a clean up jobs will be assigned throughout the year).
- Students must know their student ID number in order to make purchases.
- Level 1 voice in the cafeteria.
- 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.

### 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.
- Equipment will be available for play.
- Tackle football and contact sports are not permitted.
- No food or drinks.
- Do not throw snowballs or any other objects.
- Respond to whistle signals and line up promptly.

## 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 the five actions on the poster and might be combined depending on the situation.

In addition to adopting the SRP for emergency situations; the school has put into place various safety measures to maintain the highest level of safety possible. 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:

*Arvada K-8 Family-Student Handbook 22-23*

## IN AN EMERGENCY TAKE ACTION

	<b>HOLD! In your room or area. Clear the halls.</b>
<b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	<b>ADULTS</b> Close and lock door Account for students and adults Do business as usual
	<b>SECURE! Get inside. Lock outside doors.</b>
<b>STUDENTS</b> Return to inside of building Do business as usual	<b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual
	<b>LOCKDOWN! Locks, lights, out of sight.</b>
<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door	<b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend
	<b>EVACUATE! (A location may be specified)</b>
<b>STUDENTS</b> Leave seat behind if required to If possible, bring your phone Follow instructions	<b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults
	<b>SHELTER! Hazard and safety strategy.</b>
<b>STUDENTS</b> Use appropriate safety strategy for the hazard <b>Hazard</b> <b>Safety Strategy</b> Tornado    Evacuate to shelter area Hazmat    Seal the room Earthquake    Drop, cover and hold Tsunami    Get to high ground	<b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults

- All doors will remain locked throughout the school day. 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 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 staff 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 and any suspicious persons will be reported to district security and law enforcement.
- Emergency kits are in all classrooms and offices.

### **After School Dismissal and Lack of Supervision**

Arvada K-8 offers a variety of after school programs through our 21st Century Learning Community Grant. In addition, we partner with STARS after school care for students (K-5).

At the end of the school day we expect all students to be off of campus within the first 10 minutes (3:10). We will bring any students who have not been picked up by 3:10 to the front office. We understand that on a rare occasion families may be late, but this cannot be a habitual situation or families will need to find a different way for their child to be cared for (or students can join after school clubs). The reason for this is that our school does not provide additional supervision of students after 3:10 and it is the responsibility of the family to pick up their student or arrange for them to get home in a different manner.

# August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 Middle School Pictures, MS Back-to-School Nite 3:00 - 6:30 pm	13
14	15 Back to School Night 3-6pm	16 First Day of School	17	18	19	20
21	22	23	24	25	26 Modified Contact Day (K-5)	27
28	29 Modified Contact Day (K-5)	30	31			

# September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day - no school	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Partners In Education (P.I.E.) 5:00-6:00 p.m.	21	22	23 Teacher work day-no students	24
25	26	27	28	29	30	

# October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 Academic Support Day-Modified Contact 6-8  Regular Day K-5	8
9	10	11 Partners In Education (P.I.E.) 5:00-6:00 p.m.	12	13	14	15
16	17	18 Family/Teacher Conferences 3:30-7:30	19 Family/Teacher Conferences 3:30-7:30	20 Teacher Work Day/Fall Break -no school	21 Fall Break - no school	22
23	24	25	26	27	28	29

# November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Partners In Education (P.I.E.) 5:00-6:00 p.m.	16	17	18	19
20	21 Thanksgiving Break - No School	22 Thanksgiving Break - No School	23 Thanksgiving Break - No School	24 Thanksgiving Break - No School	25 Thanksgiving Break - No School	26
27	28	29	30			

# December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 Modified Contact Day (K-4) Move Up Day 5th grade Winter Pop-Up Party 3:30- 5:00	10
11	12	13 Partners In Education (P.I.E.) 5:00-6:00 p.m.	14	15	16	17
18	19	20	21 Winter Break - No School	22 Winter Break - No School	23 Winter Break - No School	24
25	26 Winter Break - No School	27 Winter Break - No School	28 Winter Break - No School	29 Winter Break - No School	30 Winter Break - No School	31

# January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Winter Break - No School	3 Winter Break - No School	4 Winter Break - No School Staff Development	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King - No School	17 Partners In Education (P.I.E.) 5:00-6:00 p.m.	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Family/Teacher Conferences 3:30-7:30	3 Academic Support Day - Modified Contact 6-8  Regular Day K-5	4
5	6	7	8	9	10	11
12	13	14 Partners In Education (P.I.E.) 5:00-6:00 p.m.	15	16	17 Teacher work day-no school for students	18
19	20 President's Day - No School	21	22	23	24	25
26	27	28				

# March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Partners In Education (P.I.E.) 5:00-6:00 p.m.	15	16	17	18
19	20 Spring Break - No School	21 Spring Break - No School	22 Spring Break - No School	23 Spring Break - No School	24 Spring Break - No School	25
26	27	28	29	30	31	

# April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Partners In Education (P.I.E.) 5:00-6:00 p.m.	19	20	21	22
23	24	25	26	27	28 Teacher work day-no school for students	29

# May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5 K-5 Modified Contact	6
7	8	9	10	11	12	13
14	15	16 Partners In Education (P.I.E.) 5:00-6:00 p.m.	17	18 Summer Send-Off Family Celebration	19	20
21	22	23	24	25	26 Last Day of School	27
28	29	30	31			