



Five Star Online Academy

ELEMENTARY

Student and Parent Handbook

2022-2023

Para español, haga clic aquí

Five Star Online Academy
1500 E. 128th Avenue
Thornton, CO 80241

Office Hours: 7:30 a.m. - 4:00 p.m.

Phone: 720-972-7430

Fax: 720-972-7433

Attendance Line: 720-972-7430 *press "1" when prompted*

Website: <https://fivestaronline.adams12.org/>

Administrative Staff

Adria Moersen	Principal	adria.m.moersen@adams12.org	720-972-7433
Rebecca Turner	Assistant Principal	rebecca.m.turner@adams12.org	720-972-7432
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School Counselors

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School Hours/ Bell Schedule: Times for classes vary based on the student's grade level and the day of the week. Please see the more detailed information on our [school webpage](#). Any changes to the regular schedule will be communicated to families via email.

Dear Parents and Students,

Welcome to the 2022 - 2023 school year at Five Star Online Academy. We are excited to launch our first full year as a full school, complete with a new school name, school mascot, and school colors!

This year is full of changes -- a new instructional model, new curricular resources, and new in-person opportunities -- all designed with your child's learning in mind. Our revised student handbook reflects those changes, so please read it carefully and reach out to us should you have any questions.

We are honored to have the opportunity to teach your child; thanks for your trust in us and for partnering with us to provide them with an excellent online education.

Adria Moersen, Principal

Five Star Online Academy Mission and Vision	
Vision: We empower our students to achieve, connect, and thrive in all aspects of life.	Mission: We commit to providing a flexible, engaging, and rigorous learning experience right at a student's fingertips.

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Attendance

Colorado State Statute 22-33-104.6(3)(a) notes “A child who is participating in an online program shall be subject to compulsory school attendance as provided by this article and shall be deemed to comply with the compulsory attendance requirements through participation in an online program.”

Colorado law requires school attendance of all children between the ages of 6 and 17. For online students, truancy is defined as a lack of regular participation in lessons prescribed by their teachers and/or non-communication from students and/or families. Attendance is tracked by student attendance at live, synchronous classes, system logins and assignment completions/submissions. Please also reference [Adams 12 District Policy 5020](#), Section 14.

How is attendance taken at Five Star Online Academy?

Attendance for Virtual, Synchronous Classes

- Virtual classes are held on Monday, Tuesday, Wednesday and Friday mornings based on a student’s individual schedule. Special Education, English Language Development and Intervention classes will also meet on these days.
- Students are considered to be in attendance if they log into the live, virtual class and verify their presence with video.¹ Students are expected to remain logged into each class for the duration of the class in order to be marked present.
- In case of connectivity issues, parents or guardians may call the school’s attendance line to confirm that the student is working independently at home, and the attendance will be modified accordingly.
- Communication will go out to parents by the end of the day for missed virtual, synchronous class periods.

Attendance for Asynchronous Work

- Students are to submit weekly assignments in Buzz for science, social studies, math and Art/PE to keep them on track to finish that course’s work prior to the end of the grading period. Students should plan to spend about five hours per week, per course to complete this work. Art and PE coursework will rotate on a weekly basis.
- If a student does not submit any assignments for a course in a given week (Tuesday through the following Monday), they will be counted absent for the corresponding afternoon (see chart below in IC attendance).
- Teachers review student login activity and progress on weekly course work to determine a student’s asynchronous attendance for the PREVIOUS week. Attendance for asynchronous days is communicated to parents each Wednesday.
- **Due Dates for Asynchronous Work:** Asynchronous work is assigned on Tuesday morning and is due by 11:59 p.m. on Monday night.

Attendance for In-Person Activities

- When in-person attendance is required (such as for state assessments), attendance will be taken and reported on a daily basis.

¹ In accordance with C.R.S. 22-1-131(3)(b), exceptions to this requirement will be made if the student’s technology does not allow the student to provide a live digital image of the student while the student participates in the live, virtual class.

Infinite Campus (IC) Attendance

- Key for elementary student attendance in Infinite Campus

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Synchronous Class Attendance	Synchronous Class Attendance	Synchronous Class Attendance	Math Asych work completion	Synchronous Class Attendance
PM	Social Studies Asych Work Completion	Science Asych Work Completion			Art/PE Asych Work completion

Absences / Make-Up Work

Absences for Virtual, Synchronous Classes

- **Absences from Virtual, Synchronous Classes must be reported on the school's attendance line**, even if the teacher has been informed of the absence. This includes any early departures or late arrivals. The school's attendance line (720-972-7430) may be called at any time to report an absence or tardy.

Absences for Asynchronous Days / Work

- Since students have a full week to complete their asynchronous work, it is our hope that students will be able to complete this asynchronous work on a timely, regular basis.
- **Please note that asynchronous attendance represents up to two and a half (2.5) days of class time, which means that excusing a student from their asynchronous work will count for 2.5 of the 5 absences that parents are allowed to excuse without documentation.**
- If your child will be unable to complete the asynchronous work due to extended illness, hospitalization, etc., please contact the school principal or dean of students.

Make-Up work

- Elementary students are responsible for contacting their teachers immediately upon return from their absences to collect all make-up work assigned and establish when this make-up work shall be completed. **It is the student's responsibility to obtain make-up work.** *If a family knows in advance that a student will be absent, the student should contact the teacher prior to the absence. Pre-arranged absences past the five days allowed per semester must be pre-approved by the school administrator.*
- All assigned work needs to be completed in an acceptable manner. Students have the number of days absent plus one additional day to make up any missed work for absences. Exceptions to this policy for long-term assignments will be noted in the course syllabus.

Tardy Policy

All tardies and consequences will be handled in each individual teacher's class unless it becomes a habitual issue. A tardy is defined as coming late to a class within the first 10 minutes. After 10 minutes the absence will be marked UPA (unexcused partial absence).

Please refer to [District Policy 5020](#) for more information on excused/unexcused absences and the consequences for habitual absenteeism.

General Information and Policies

Activities

- For the 2022-2023 school year, students will be able to participate in activities through Five Star Online Academy. Clubs will be formed early in the second semester and, in most cases, students will have the opportunity to participate virtually.

Behavior Expectations, Disciplinary Action, and Student Code of Conduct

- In order to ensure a positive and safe learning environment that helps facilitate self-discipline, encourage academic success, and promote school wellness, school staff will enforce District policies and school rules related to expected student behavior. Consequences will be administered by staff in those circumstances where a student exhibits behavior contrary to those policies/rules. Each teacher/staff member will have a set of specific guidelines of acceptable behavior, in addition to the school rules and District policies.
- A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).
- This summary includes information such as:
 - student conduct
 - student attendance
 - cell phones and personal electronics
 - District technology and Internet usage
 - student dress code
 - bullying and harassment
- Please note that the District's Student Conduct and Discipline Policies apply during remote learning as well as during in-person learning opportunities.

Birthday Invitations

- We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

Building Access

- Five Star Online Academy (FSOA) students may not be on site at a brick & mortar school during the school day.
- When students are participating in-person activities facilitated by FSOA, they will be required to check in and check out as directed. Parents will be required to drop students off and pick them up at the designated times. Students cannot be released to leave school alone.
- Student IDs must be worn on the lanyard and visible at all times.
- Parents are not able to enter the building unless they are scheduled to volunteer or have a meeting. Teachers provide the office with this list.

Cameras / Video Conferencing

- Teachers will use Zoom or Google Meets to connect to students during each class period. Students will learn the basic functionalities of these tools, such as raising hands, typing in the chat box, and using break-out rooms.
- Teachers seeing students (and students seeing one another) helps teachers to check for understanding and for students to feel connected to their peers. For this reason, teachers will be asking students to turn their cameras on during some portions of class.

Cameras On²: Students will be asked to turn on their web camera during some key instructional periods during class, such as

² In accordance with C.R.S. 22-1-131(3)(b), exceptions to this requirement will be made if the student's technology does not allow the student to provide a live digital image of the student while the student participates in the live, virtual class

- Taking attendance
- Participating in small-group discussions in break-out rooms
- Participating in Socratic seminars/discussions
- Participating in small group guided instruction
- Demonstrating a physical or musical skill during PE or Art class
- Prepared speeches or presentations

Cameras Off: Students will be given ample opportunities to turn their web cameras off during class as well. Such times might include the following:

- Taking notes while listening to direct instruction
- Working independently
- Watching films/video clips
- Watching other students present information
- Student use of web cameras during one-on-one help sessions or office hours will always be optional and at the discretion of the student and parent.
- There are a variety of tools that students can use to increase the privacy of their physical environment while their cameras are on, such as blurring the back-ground or using a pre-created background through Zoom. Teachers will support students in learning these techniques.
- Should you have concerns about your child turning on their camera at key instructional moments as defined above, please reach out to your child’s teachers or the school administration.

Cell Phones and Electronic Devices

- In accordance with District Policy [5030](#), electronic devices should not be used in a manner that disrupts the academic environment. Students using cameras, personal technology and/or personal communication devices to take pictures, images, or audio recordings of another person in school, on school grounds, or at school-sponsored events without permission will receive disciplinary penalties. Please refer to the policy for more details.

Communication from the School

- An email will be sent home on Friday afternoon to remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages. Students will also receive these messages to their school email account.

Communication with Teachers

- **Phone:** Teachers’ phone extensions are available on the school website, their email signature, and their syllabus. Please note it may take 1-2 business days for a teacher to return your call, and that the return call may come from a blocked number..
- **Email:** You may also reach your student’s teacher via email. All staff email addresses can be found on our school website. You may expect to hear back from them within 1-2 business days.
- *If there is an urgent matter related to your child’s mental or physical health, please call the main school office number and request to speak with an administrator.*
- Teachers will be available to meet with students and parents in person or via video-conference (Zoom or Meets) throughout the school year. In-person meetings may be requested.

Counseling Office

Our counselors are available to meet with students. Students may schedule an appointment to see a counselor. Students are encouraged to make appointments during free periods, lunch or after school. Parents/Guardians can initiate a meeting with a counselor via phone or email.

Counselors have been assigned to students by last name.

Student Last Name	Counselor	Counselor Phone Number
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A - G	Misti Gossett-Thrower	720-972-7439
H - P	Jaimie Pierce	720-972-7437
Q - Z	Karen Stemm	720-972-7438

Emergency Procedures

- **During Remote Learning:** As some of our Five Star Online staff are teaching on-site from district buildings, there will be situations where the brick and mortar school will have emergencies and/or periodic drills (for fire, tornado, lockout, or lockdown). In the event of an emergency or emergency drill during the school day, our staff will need to temporarily leave the remote classroom. During the duration of the emergency and/or emergency drill, the teacher may assign asynchronous work and a time to reconvene.
- **During In-Person Opportunities:** When students are engaged in in-person learning activities with FSOA, we will follow all district policies and procedures related to emergency safety procedures and drills.

Field Trips

- All field trips will be fully optional, and parents will receive notice of scheduled field trips well in advance.
- Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip.
- Additional requirements such as school attendance, grades, and participating in preparatory activities may be required for students to be eligible to participate in field trips.

Fees

- All fees will be billed in the fall semester. Almost all fees are entered through Infinite Campus with specific due dates. We ask you to check the Parent Portal frequently as membership dues, activities, and fines are billed in this manner. Anyone enrolling after November 2022 will be asked to pay fees upon entry.
- Surplus balances will be applied to any outstanding balances. Any remaining surplus will be refunded according to District Policy 5630.
- A paper billing statement will be mailed out in Fall to all students and in Spring to any transitioning students (elementary to middle, middle to high school, and seniors). At all other times of the year, any student with a balance due on their account will receive an electronic billing statement on the 20th of the month. Please be sure your email is up to date so you can keep informed.
- Students qualifying for free/reduced meals might also qualify for free/reduced school fees. In order to have your fees adjust, you will need to fill out and submit an Information Release Form for a qualifying school. This form must be submitted each school year. Fees will automatically adjust according to your qualifying status. Be aware that not all fees qualify for a reduction. The form can be found on the district website.
- You can also find more information regarding fees by going to the Adams 12 website and reviewing [District Policy 5630](#). An overview of the fees can be found [here](#).

Inclement Weather/School Closure

- District officials in Adams 12 make determinations regarding school closures and late start days. **Five Star Online Academy will follow the same school closures and late start determinations made by the district.**
- Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information

number at 720-972-4000, then press 7 for school closure information or check the District website at www.adams12.org. Please note that school is rarely canceled.

Pets on Property

- In an effort to keep our building safe for all students and families and in accordance with District Policy, only service animals and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours.

Reporting Student Progress

- Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

Student Records

- In accordance with federal law and [District Policy 5300](#), parents or legal guardians may inspect the records of their students (request to review shall be in writing). The school reserves the right to have appropriate staff present to interpret the contents of the records. In accordance with school district policy, parents may challenge, in writing, the contents of the records.
- Students' physical records will be housed in the FSOA office. Individuals requesting access to a student's records should contact the Five Star Online Academy registrar at 720-972-7434.

Translation

- We are happy to arrange for translation services for meetings, conferences, open house events, and other communication needs. Please contact our Family Liaison (720-972-7435) for any needed translation services.

Visitor/Parent Check-In

- District policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

Student Supports

Gifted and Talented (GT)

We will provide GT programming for students in ways similar to those provided in traditional brick and mortar buildings. Our GT program evaluates students who have been nominated for identification. The program assures that all teachers of identified Gifted and Talented students are notified of each student's identification and areas of giftedness. Students will develop goals for the year and work with their teachers and the Gifted Coordinator to achieve their goals.

MTSS (Multi-Tiered Systems of Support)

Colorado Department of Education defines MTSS as “a prevention-based framework of team-driven, data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region and state level.” At Five Star Online, the MTSS team includes administrators, teachers, counselors, and other mental health professionals. This group works to improve student achievement by considering school-wide systems as well as by reviewing/considering individual student needs.

Nutrition Services

USDA waivers allowing free school meals were not extended. Paid meals return for the 2022-2023 school year for those who don't qualify. To find out if you qualify, families must apply using the Free and Reduced application annually. The link to the application can be found [here](#).

Safe to Tell

[Safe 2 Tell](#) is a nationally recognized program that allows students to provide tips to the administration regarding crimes or student safety concerns. *Toll Free Hotline: 1-877-542-7233.*

Student and Family Outreach Program (SFOP)

The District 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
- 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 the student and family outreach program at 720-972-6015 or make a referral online at www.adams12.org/sfop

Technology

Appropriate Use

The use of technology must be in support of educational goals and consistent with the educational objectives of Adams 12 Five Star Schools. Families should refer to [District Policy 5035](#) (Student Use of District Technology and the Internet) and [District Policy 8200](#) (Internet Safety Policies) for specific information about accepted and prohibited technology use.

Users must follow accepted rules of network etiquette such as politeness and confidentiality regarding personal address or phone numbers. Email and other computer activities are not private and can be monitored by school or district staff at any time. All document files and data stored on the school/district network are deemed school property. Administrators of the systems as well as school administrators will have access to all computer activities. Messages or actions relating to or in support of illegal activities will be reported.

Chromebooks

Each student who attends Five Star Online Academy will be provided with a district Chromebook to check out for the school year. Returning FSO students will continue using the chromebook they checked out during the 2021-2022 school year. Even students who will be primarily working from a personal laptop or desktop computer must check out a district Chromebook, as they will be necessary for district assessments, access to specific applications, etc.

Internet Access

Students attending Five Star Online must have consistent, reliable access to the internet. Families who need support in obtaining internet access can find resources on the [Adams 12 Family Tech Support](#) webpage.

Tech Support

In most cases, a student's teacher(s) can provide support to students in regard to resetting passwords, accessing course materials through Schoology, and using Google Meets/ Zoom. Additionally, the [Adams 12 Family Tech Support webpage](#) provides information on how students can access their learning remotely and also provides support for addressing any issues that might arise. *Families can also put in a technical support request through the link on the upper right hand corner of this webpage.*

If an issue continues to be unresolved, please contact the Five Star Online staff at 720-972-7430.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#). These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions