

# WESTLAKE MIDDLE SCHOOL



## Student and Parent Handbook 2023-2024

Westlake Middle School  
2800 West 135th Ave  
Broomfield CO 80020

**Attendance Line:** 720-972-5238  
Visit our website: [Westlake Middle School](https://www.westlakemiddle.com)

# SCHOOL INFORMATION

## Important Phone Numbers

Main Office 720-972-5200 (Hours 8:05am - 4:05pm)

Fax Line: 720-972-5239

Attendance Line (available 24 hours a day): 720-972-5238

\*Please call before 8:40 a.m. if your student will be absent or tardy.

Cafeteria: 720-972-5221

Library: 720-972-5233

## School Hours

Monday - Friday: 8:40am – 3:50pm

First Bell/Doors Open 8:30am

Tardy Bell 8:40am

If you arrive after 8:40am, you are considered tardy.

Delayed Start: 9:40am (end times remain the same)

Breakfast is served in our cafeteria daily from 8:15 a.m. to 8:40 a.m. Breakfast students can enter the doors on the South side of the school at 8:15 a.m. or the main front doors at 8:30 a.m.

## School Calendar

### 2023-2024 IMPORTANT DATES

Throughout the year, there will be many additions to our calendar. Please visit our school website for a current list of events: [Westlake Middle School](#)

Date	Event
08/09/23	Back to School Night 4:15 p.m. - 6:45 p.m.
08/14/23	First Day Back for Students
09/04/23	Labor Day - <b>No School</b>
09/05/23	Staff Workday- <b>No School</b>
September - TBD	PTO Fall Fundraiser
10/4/23	Parent Teacher Conferences 4:15 pm-6:45 pm
10/05/23	Parent Teacher Conferences 4:15 pm-6:45 pm
10/06/23	Staff Workday- <b>No School</b>

10/13/23	End of First Quarter
10/13/23	Dance - (2:20-3:50)
10/16/23-10/20/23	Fall Break - <b>No School</b>
11/10/23	Veterans' Day - <b>No School</b>
11/20/23 –11/24/23	Thanksgiving Break - <b>No School</b>
12/04/23	Staff Workday- <b>No School</b>
12/21/23	End of Second Quarter/End of First Semester
12/22/23	Staff Workday- <b>No School</b>
12/25/23-01/05/24	Winter Break - <b>No School</b>
01/08/24	Staff Workday- <b>No School</b>
01/15/23	Martin Luther King, Jr. Day - <b>No School</b>
02/07/24	Parent Teacher Conferences 4:15 pm-6:45 pm
02/08/24	Parent Teacher Conferences 4:15 pm-6:45 pm
2/19/24-2/23/24	Mid-Winter Break - <b>No School</b>
03/11/24	Staff Workday- <b>No School</b>
03/15/24	Dance - Sponsored by PTO - 4:00-5:30
03/15/24	End of Third Quarter
04/01/24-04/05/24	Spring Break - <b>No School</b>
TBD	5th Grade Welcome Night - 4:30 pm - 7:30 pm
04/15/24	Staff Workday- <b>No School</b>
05/06/24	Staff Workday- <b>No School</b>
05/27/24	Memorial Day - <b>No School</b>
05/30/24	Grade Level End of Year Awards- Times TBD
05/30/24	Last Day of School

# 2023-24 Bell Schedule



## Daily Schedule

6th grade		7th grade		8th grade	
8:40 - 9:47	Core 1	8:40 - 9:34	Elective 1	8:40 - 9:47	Core 1
9:51 - 10:58	Core 2	9:38 - 10:32	Elective 2	9:51 - 10:58	Core 2
11:02 - 12:09	Core 3	10:36 - 11:43	Core 1	10:58 - 11:32	Lunch
12:09 - 12:43	Lunch	11:47 - 12:54	Core 2	11:36 - 12:30	Elective 1
12:47 - 1:54	Core 4	12:54 - 1:28	Lunch	12:34 - 1:28	Elective 2
1:58 - 2:52	Elective 1	1:32 - 2:39	Core 3	1:32 - 2:39	Core 3
2:56 - 3:50	Elective 2	2:43 - 3:50	Core 4	2:43 - 3:50	Core 4

## All School Assembly Schedule

6th grade		7th grade		8th grade	
8:40-9:30	Core 1	8:40-9:20	Elective 1	8:40-9:30	Core 1
9:34-10:24	Core 2	9:24-10:04	Elective 2	9:34-10:24	Core 2
10:28-11:18	Core 3	10:08-10:58	Core 1	10:24-10:58	Lunch
11:18-11:52	Lunch	11:02-11:52	Core 2	11:02-11:42	Elective 1
11:56-12:46	Core 4	11:52-12:26	Lunch	11:46-12:26	Elective 2
12:50-1:30	Elective 1	12:30-1:20	Core 3	12:30-1:20	Core 3
1:34-2:15	Elective 2	1:24-2:15	Core 4	1:24-2:15	Core 4
Assembly Day		Assembly Day		Assembly Day	
2:15-2:30	Dismissal Time	2:15-2:30	Dismissal Time	2:15-2:30	Dismissal Time
2:30-3:45	Assembly Time	2:30-3:45	Assembly Time	2:30-3:45	Assembly Time

## Delayed Start Schedule

6th grade		7th grade		8th grade	
9:40 - 10:38	Core 1	9:40 - 10:22	Elective 1	9:40 - 10:38	Core 1
10:42 - 11:40	Core 2	10:26 - 11:08	Elective 2	10:42 - 11:40	Core 2
11:44 - 12:42	Core 3	11:12 - 12:10	Core 1	11:40 - 12:14	Lunch
12:42 - 1:16	Lunch	12:14 - 1:12	Core 2	12:18 - 1:00	Elective 1
1:20 - 2:18	Core 4	1:12 - 1:46	Lunch	1:04 - 1:46	Elective 2
2:22 - 3:04	Elective 1	1:50 - 2:48	Core 3	1:50 - 2:48	Core 3
3:08 - 3:50	Elective 2	2:52 - 3:50	Core 4	2:52 - 3:50	Core 4

## **Academic Information**

Your student's schedule contains six classes, four of which are considered core classes. These classes consist of math, language arts, science and social studies. Core teachers work together as a team to ensure that your student's academic, social and emotional needs are met. Each core meets weekly to discuss student concerns and plan units of instruction. It is important that you contact a core teacher or counselor as soon as possible if you have concerns about your student's academic performance or school engagement in order to establish appropriate, timely interventions for your child to be successful.

## **Grading**

The primary purpose of the grading system is to clearly, accurately and consistently communicate learning progress and achievement to students, families, staff and postsecondary institutions. Westlake Middle School will be continuing to use the traditional grading system piloted during the 21-22 school year. All teaching pedagogy and instructional practices will continue to be researched based and will reflect district approved State Standards. Each class will grade using a percentage based model. Each class grade will consist of 80% Summative Assessments and 20% of Formative Assessments. Summative Assessments consist of tests, reports, projects, ect., while Formative Assessments consist of class work, homework, etc. Final grades will be reported as follows; **A (100-90%), B (89-80%), C (79-70%), D (69-60%), F (59-50%)**. The lowest grade a student can receive for attempting the assignment is a 50%. 0's will not be given. All unsubmitted assignments may initially reflect a grade of missing inside of the Infinite Campus Gradebook. At the end of the grading period, if still unsubmitted, the grade will reflect 50%.

Please don't hesitate to inquire how marks for your child were determined if you are unsure. Official notification of progress towards GRCs will be given at the quarter mark and at the end of each semester; however, marks can be accessed through the Infinite Campus Parent Portal at any time. Follow the links provided on our school website to gain access.

6th grade academic awards will be calculated using first semester grades only.

7th & 8th grade academic awards will be calculated using spring semester grades from 2022-23 school year and first semester from 2023-24 school year.

Academic Achievement 3.5-3.74

Academic Excellence 3.75-4.0

## **Assemblies**

Throughout the school year, assemblies are scheduled for the student body. Students will be advised by way of the school announcements of scheduled assemblies. Although we want all students at assemblies, there are situations which would exclude students from attending (especially previous poor assembly behavior).

## **Attendance - Reporting Absences**

**Attendance Line: 720-972-5238**

Absences must be reported on the school's attendance line, even if the student's teacher(s) have been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy. Attendance is taken at the beginning of each class period.

Teachers will make contact with parents when a student reaches between 5-10 tardies per class period. At 10 tardies the student may receive a discipline referral.

View the Adams 12 Five Star School District School Attendance Policy [here](#).

### **Backpacks/Book Bags/Computer cases**

As a safety precaution and due to limited space, students will not be allowed to take backpacks or book bags to the classroom. Backpacks or book bags need to be kept in the student's locker. Students may carry a computer case as long as it is no larger than a trapper keeper.

### **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 these 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/Internet Usage](#) and [Internet Safety](#)
- [student dress code](#)
- [bullying and harassment](#)

### **Cellular Phones/Electronic Devices (Personal Electronic Device Procedure)**

Our goal is for students to be responsible digital citizens with their personal electronic devices (PED). This means understanding and working within the parameters of the school expectations in regards to use and allowance of electronic devices while on school property or at a school sponsored activity.

We ask all students to adhere to the following school expectations.

- All teachers and staff have the authority to collect electronic devices from any student immediately upon request.
- Electronic devices may be used during morning entry before storing the device in the locker, during lunch period and while exiting the building after the last period.
- Students not feeling well should report to the nurse's office and call parents if needed from there – not from a personal electronic device.
- Parents/guardians needing to communicate with a student should contact the office.
- Students are only allowed to use wired earbuds/headphones with their chromebooks.

\*Smart watches are allowed at this point - if it becomes necessary we may prohibit smart watches.

Personal Electronic Devices including wireless earbuds and wireless headphones are NOT permitted:

- If used as a disruption/distraction to the school/learning environment (social media, bullying, sexting, gaming, etc.).

- During testing.
- During socials, field trips, club meetings, and school sponsored activities (on or off campus) unless granted permission by a staff member.
- For personal/recreational purposes during instructional time (texting/phone calls, etc.) including sending/receiving texts/phone calls from parents/guardians/friends/relatives, etc.
- To access inappropriate content on any electronic device (personal or Adams 12 property)
- For taking pictures or videos, or using social media, etc. without explicit permission of teachers or staff.

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary or permanent basis, outside the guidelines noted in this policy, such requests shall be submitted to the principal in writing. The principal's decision shall be final in responding to such requests. Documentation may be requested.

Westlake Middle School is not responsible for any lost, stolen or destroyed personal electronic devices on district property or at a school sponsored activity away from campus. School administration, teachers, or staff will not investigate incidents.

### Consequences

- 1st offense - Device will be confiscated, secured and transferred to office personnel. The parent/guardian will be notified and the device will be released to the student at the end of the school day, upon review of this policy with the student.
- 2nd offense - Device will be confiscated, secured and transferred to office personnel. The parent/guardian will be notified and the device will be released only to the parent/guardian, upon review of this policy with the parent/guardian.
- 3rd offense - Device will be turned into the main office each day before school for an amount of time determined by an administrator. The student will be able to pick up the phone after the dismissal bell. The student will lose lunchtime cell phone use privileges.
- Subsequent offenses will result in the student turning in the device for an extended period of time.

Refusal to turn in a cell phone when asked, may result in further disciplinary consequences.

A summary of the Student Use of Cell Phones and other Personal Electronic Devices 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](#).

### **In-School Suspension**

For certain infractions, a student may be assigned to in-school suspension (ISS) instead of being assigned out-of-school suspension. In this case, the student will be expected to complete all assignments that are provided by teachers. Students assigned to ISS may not attend nor take part in any extracurricular or after school activities on days of suspension, unless special arrangements are made.

### **Saturday School**

Saturday School takes place from 8:00 a.m. to 10:00 a.m. at the school. Students will work on assignments for classes or read a book. In some cases, students will do some work detail like cleaning up trash outside or cleaning desks. The student's attendance is mandatory for the entire three hours; late arrivals will be sent home and an automatic suspension given. All school rules will be strictly enforced. Any violation will result in immediate dismissal from Saturday School and a suspension given the Monday of the upcoming week. The student will be given two 5-minute bathroom/drink breaks. There

will be no cell phones, iPods, MP3 players, or radios, food or drink, sleeping, talking, games or drawing (unless the student is working on an assignment that includes art). Students must also follow the District's student dress code policy and all District policies and procedures.

### **Bicycles/Skateboards/Scooters**

All bikes ridden to school should be locked in the racks on the West side of the school grounds. Bikes should not be locked to trees on or near school property. Scooters and skateboards may be stored inside the main entrance.

Due to safety concerns, bicycle/scooter riding and skateboarding are prohibited on school property. The school does not assume liability for bicycles, skateboards or scooters.

### **Books, Materials and Equipment**

All textbooks are provided by the school. Lost or damaged books must be paid for by the student before another book will be issued. If a lost book has been paid for and then found, the student will be given a refund. School equipment damaged by a student because of carelessness will be paid for at the time it occurs.

A summary of the District Technology and the Internet Responsible Use Agreement 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](#).

### **Clubs and Co-Curricular Information**

The school is proud to offer a variety of student activities outside the regular school program. Students are encouraged to become involved in such activities. Involvement fosters school pride, a stronger sense of belonging at school and better appreciation of the total school program.

Because of this, we encourage every student to participate in at least one activity outside of the regular classroom. These activities are held before or after school and may require parents to sign permission forms or provide transportation to and from the activity. For safety and supervision reasons, it is important that students arrive and be picked up promptly at prescribed times. To contact club sponsors, visit our school website at [Westlake Middle School](#).

School-sponsored clubs are designed based upon student interest. A student must attend at least four full classes during the school day to take part in student activities. Any student with an unexcused absence will not be permitted to appear at or in a school activity of any type. A suspended student may not attend or participate in any student activities during the period of suspension.

### **Communication**

An email will be sent home on a regular basis 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 not be allowed to use the office phone to make after school social arrangements. Students are allowed to utilize the designated student phone in the main lobby to contact parents or guardians. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff



School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

### **Communication with your student's teacher**

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. The most effective way to contact a teacher is via email. Teacher emails can be found on the school website in the staff directory [Westlake Middle School](#) or your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

If you prefer to contact your child's teacher via phone, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

### **Displays of Affection**

Students are not allowed to express affection through holding hands, kissing, inappropriate embracing or walking in the halls with arms around each other's waist or shoulders.

### **Early Departure/Late Arrival**

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office.

### **Hall Passes**

If a teacher feels that it is necessary for a student to leave class, the student must have a hall pass. Students in the halls during class time without a pass will be sent back to the classroom. Students must make visits to the restrooms and drinking fountains during the passing periods and not expect to use class time for these purposes.

### **Homework**

Homework should be for practicing skills learned in class or preparing for the next class, not for teaching new material or as motivation. Therefore, while homework is not calculated in the final grade, it is critical in helping teachers drive their instruction and identify student weaknesses. This could be compared to sports in that practice (homework) prepares the athlete for the game, but does not count toward the final outcome of the game. Homework is any assignment given by the teacher that is required to be completed outside of class. Homework is not an assignment that is done in the classroom. Homework is in addition to class work.

Types of homework:

- Practice – The goal is to master a skill, not to acquire new information;
- Preparation – The goal is to access prior knowledge about a new topic;
- Elaboration – The goal is to require students to engage in activities that extend their knowledge.

### **Inclement Weather/School Closure**

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: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

### **Infinite Campus**

Parents and students have up-to-date access to class marks, attendance and fees through the Infinite Campus Parent Portal. You may access the log-on by going to the school's website, select "Useful Links", then select "Infinite Campus Student and Parent Portal." Please contact the school registrar with any questions or concerns.

### **Late/Missing Work/Retakes**

Whenever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards. Multiple opportunities may mean the retaking of a summative assessment on which the student has not demonstrated proficiency. However, it may also mean that a particular concept can be reassessed later in the unit or another unit as part of a spiraling learning process without the actual retaking of an assessment.

### **Retakes**

Students are eligible for a retake on most assessments\*, provided they meet the following:

1. The student participates in a form of relearning decided upon by the teacher. Additional learning may be required of the student, as well as possible additional instruction from the teacher.
2. The student has completed all required and associated formative coursework.
3. The student has not demonstrated understanding at a proficient level.
4. The student does the re-take before the end of the next (following) unit.

\*Students will not be allowed to "redo" or "retake" a summative assessment such as products, projects, extended writing assessments, etc. that have periodic formative checkpoints leading to the summative assessment.

Students must complete retakes no later than two weeks following the receipt of summative assessment results and/or within two weeks of unit completion. The score on a retake will not replace the original score; however, it will be used as another piece of data when analyzing the body of evidence before assigning an overall mark on the report card.

### **Lunch and Breakfast**

Students may purchase lunch or bring lunch from home. Milk and water is available for purchase for students who prefer to bring their own lunch. If you would like to apply for free or reduced priced meals, visit the school's [website](#) for the application process and information.

Money can be deposited into lunch accounts in the cafeteria or lunches may be purchased via the Internet at [www.payforit.net](http://www.payforit.net). Assorted ala carte items will be made available during lunch time as well as additional items for purchase.

Information may also be found on the Nutrition web page [here](#).

There are certain basic rules that students will be expected to follow when they are in the lunchroom.

- You must put your books away in your locker and get your jacket/phone before you come to lunch. You will not be permitted to be in the halls or go to your locker until the lunch period is over.
- All food must be eaten in the lunchroom unless otherwise approved.
- When you are finished eating, you are expected to leave the table and surrounding area clean for the next person. This includes the floor and table. Then raise your hand to be excused.
- When you leave, take your tray to the return counter and exit the lunchroom through the assigned doors.
- After you have finished eating, you should go to the assigned area outside.
- Remember that others are in class. Please stay away from the building and classroom windows.
- If you have been assigned lunch detention by a teacher, you must have a pass from the teacher to leave the lunchroom.
- Should a student cause a disturbance in the cafeteria or be found in the halls without a required pass, the student may be put on a clean-up work crew or some other similar activity. Constant misconduct may result in loss of the privilege of using the cafeteria.

### **Parent Involvement and Engagement**

Parent and family involvement are critical to the success of our students and our school. Families can be involved and engaged by reviewing their child's work and assignments, talking with their child about their day and learning, volunteering, attending school events and functions, belonging to PTO, etc. If you are looking for ways to become more involved and engaged, please visit the school's PTO website [Westlake Middle School](#).

### **Pets on School Property**

In an effort to keep our school feeling 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. We appreciate your cooperation with this request.

### **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.

### **School and Personal Property**

We are proud of our school and show our pride by taking care of our building. You can add to our pride by keeping classrooms, lockers, halls and restrooms clean. You can help make the school a pleasant place to be by respecting student's and staff's personal property.

Large amounts of money, expensive jewelry or watches and other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables. All lost and found items (other than clothing) are to be turned in to the school office. Clothing items should be placed in the box in the cafeteria and any unclaimed items will be donated to a local charity.

### **Lockers**

Lockers are the property of the District. It is up to the school to determine if they will issue lockers to students. The school may search student lockers on a periodic basis to protect the health, safety, and

welfare of all students. Lockers are supplied to students free of charge to store books, coats, backpacks/bags, school supplies and school related items.

Students may decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc., as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. All pictures and posters hung in lockers must meet District standards. Students having troubles with lockers should report problems to the school registrar before or after school.

Your combination should not be shared and should remain private. Moving to another locker without permission of the registrar is prohibited and will result in assignment of consequences. Private locks are prohibited, unless approval is given by school administration, and will be cut off the locker. The school is not responsible for items contained in lockers. Items found in lockers not assigned to students will be discarded.

## **Safety Information**

### **Student Safety**

Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the North side of the school.
- Avoid picking up or dropping off students in the parking lots.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

### **Reminders for Parents**

Please keep the following traffic safety information in mind as you are driving near our school:

- Refer to the map of our school for designated drop-off locations.
- Watch for children running into the street, particularly from between parked cars.
- Be alert for children at designated school crossings and other crosswalk locations.
- Obey speed limits, especially school zone speed limits during school hours. Take your time!
- Do not stop or park on or near crosswalks or other designated "NO PARKING" zones.
- Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- Respect the "NO PARKING" and "NO STOPPING OR STANDING" signs. They are there to ensure the safety of your children.
- Do not make U-turns in school zones or within crosswalks.
- Consider carpooling to reduce the amount of congestion around the school

### **Before and After School Supervision**

- Outside staff supervision of students will begin at 8:15am. If students are coming in for a club, they should enter through the doors designated by their club sponsor.
- Supervision in the cafeteria for breakfast will begin at 8:15, and breakfast is served at 8:15.
- Outside supervision of students after school will end at 4:05pm.

### **Safety Concerns**

In any event where you have safety concerns for yourself or others, you can:

- Contact school Administration
- Contact a member of the school's Social Emotional Learning Team
- Contact a trusted adult
- Submit a [Safe2Tell](#) report

### **School Security System**

In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located in the main entry vestibule on the right side wall.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

### **Student IDs**

Students are required to have their school-issued ID available at all times while on school property. School IDs are needed for identification, the checking out of various supplies and other school related privileges. A replacement ID will be issued after three temporary IDs are issued in one school year. Replacement IDs are \$5.00.

### **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.

# 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/Internet Usage](#) and [Internet Safety](#)
- [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