

Adventure Elementary



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<https://www.mapleton.us/AdventureElementary>

*As a Dual Language Enrichment school, Adventure Elementary provides an educational experience that values intellectual rigor, joy, and inclusion for diversity of abilities and culture, biliteracy, and service to our community. We are passionate about producing effective learners and ethical community members who contribute to a better world.
We are crew.*

*Como una escuela de enriquecimiento bilingüe, la escuela Adventure provee una experiencia educativa que valora el rigor intelectual, la alegría, y la inclusión a la diversidad de habilidades y cultura, a la alfabetización bilingüe y al servicio de nuestra comunidad. Nuestra pasión es producir aprendices efectivos y miembros éticos de nuestra comunidad que contribuyan a un mundo mejor.
Somos una tripulación.*

August 2023

Dear Adventure Crew,

Welcome to a new school year! I am so excited to re-connect with the students and families of Adventure. We will continue building on the culture of rigor, joy, inclusion, and biliteracy that Adventure is known for. We believe that when all members of the school community work together as a team, pitching in and helping each other, we reach even higher levels of success.

To accomplish our goals, we need to operate from the same understanding of norms and expectations. The guidelines included in this handbook help our staff, students and families establish and maintain a safe, joyful, and rigorous learning environment.

One of Adventure's character habits is communication and at Adventure we strive to communicate openly and frequently with families. Know that we want to hear from you too! Please don't ever hesitate to contact your student's teachers or our administrative team with questions, feedback or celebrations.

Some important information to start the year:

- **Back-to-School Night:** We will host a Back-to-School event during an evening the week of August 7. Look for more information in August.
- **Registration:** Mapleton does all enrollment and annual updating online using the Infinite Campus portal. If you need any help completing this step to ensure your student is enrolled at Adventure, please contact the office.
- **School supplies:** Mapleton's Supply List can be found [online](#).

Sincerely,

Sarah Kopperud
Director
Adventure Elementary

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ACADEMIC EXPECTATIONS

Adventure Elementary uses a trimester academic calendar. Each trimester lasts twelve weeks. Elementary students are graded on a standards-based scale, where a “4” reflects that the student is performing one grade level or more above and a “1” is an area of concern. K-5 students receive grades on a report card three times a year.

Sixth graders use a traditional grading scale of “A,” “B,” “C,” or “F.” Assignments and assessments contribute to the overall class grade. Students and parents can access their student’s grades at any time through the Infinite Campus Parent Portal. Please contact our office staff for support in setting up an account.

Parent/Teacher Conferences are held twice a year.

Parents can find the dates for the end of each trimester on the Adventure Academic Calendar. Report cards will be distributed shortly thereafter.

HOMework

Homework gives students an opportunity to practice and demonstrate understanding and mastery of skills taught in class.

Adventure Homework Core Beliefs

- Homework should be directly associated with in-class, daily instruction.
- Homework is a time to practice already taught skills.
- Homework should be purposeful and meaningful with feedback.

Adventure Homework Expectations

- Each teacher will establish a homework policy and communicate that with parents at back to school night.
- Every student should read, as part of homework, every night

ASSESSMENT

Teachers will assess students throughout the year and track their progress toward standards using classroom, district and state assessments. Mapleton uses DIBELS (Dynamic Indicators of Basic Literacy Skills), IDEL (Indicadores Dinámicos del Éxito en la Lectura) and NWEA Measure of Academic Progress (MAP) to assess students throughout the year in addition to the state test, Colorado Measure of Academic Progress (CMAS).

August/September	DIBELS/IDEL students in grades K-3 MAP all students in grades 2-8
January	ACCESS Testing for all English Language Learners DIBELS/IDEL all students in grade K-3
February	MAP all students in 2-8
April	CMAS testing all students in grades 3-8
May	DIBELS/IDEL all students in grades K-3 MAP some students in grades 2-8

STUDENT BEHAVIOR

At Adventure Elementary, we hold high expectations for student behavior. We believe that positive behavior is built through strong relationships and teaching of behavior expectations. Students will learn about how to live Adventure’s Habits (communication, accountability, inclusion, respect, perseverance).

Parents and students must read and digitally sign the “Mapleton Student Behavior Standards.” Adventure’s discipline procedures are outlined below.

Minor Behavior Incidences

Minor incidents will be handled by teachers in the classroom. Typical interventions will include redirection, reminders, self-reflections, and phone calls home. Repeated minor incidents may result in an office referral. Minor incidences could include, but are not limited to, the following:

Physical contact Inappropriate language	Defiance Disrespect	Disruption of learning Property Misuse
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Major Behavior Incidences

Major incidents will be reported to the office for intervention by administration. We believe discipline is about teaching. It is our goal to support students in making different choices and learning how to behave appropriately at school. There are times that consequences must be issued, and these may include a loss of privileges or suspension. Some actions, as defined in the Mapleton Student Behavior Standard booklet, may result in an automatic referral, suspension and/or expulsion. Major incidences could include, but are not limited to, the following:

Physical aggression Verbal harassment Other serious infractions: <ul style="list-style-type: none">• Leaving classroom or school grounds• Weapons and/or chemicals (alcohol, drugs)• Bullying behaviors• Other infractions outlined in the Mapleton Student Behavior Standard booklet	Direct defiance Major disrespect	Major disruption of learning Major property misuse
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BULLYING PREVENTION

Adventure staff strongly believe that school should be a safe and nurturing environment for all. Every member of our community contributes to our success. We value a safe, respectful, inclusive environment. We share a strong belief that caring and kindness is of great value. Crew is an important part of the day at Adventure. It is an intentional time for students to connect, build relationships and develop social-emotional skills. This structure promotes a strong community, which is the foundation of bullying prevention.

Bullying, harassment of any kind, and aggressive behaviors do not have a place at Adventure. If you ever feel that your student has a problem with experiencing bullying behaviors, please contact your student’s teacher or the Director.

FAMILY INVOLVEMENT

Families are an essential part of our school crew. We are partners in the education of all students. Parents, guardians or community members who have a desire to volunteer in their child's classroom or school on a regular basis, must complete a background check. This Mapleton policy ensures a measure of safety for children as they interact on a regular basis with an adult in a position of trust in the school setting.

School communications will generally be sent home via email and text message. Staff members will also use the Remind app to communicate messages. Monthly newsletters will be sent home electronically and on paper.

SAAC (Student Accountability Advisory Committee)

The purpose of SAAC meetings is to provide a forum for families, teachers, and community members to confirm school goals, monitor the implementation of the school improvement process, and confirm that the school budgets align with the goals. Anyone interested in joining the SAAC should contact the School Director. SAAC meets once each trimester, unless otherwise communicated.

PIE (Partners in Education)

PIE meets the first Friday of each month at 8:30 in Adventure's Genius Bar. PIE members organize events, support initiatives at Adventure, and work toward a partnership between home and school. If anyone is interested in joining PIE, please contact the Director.

FAMILY CONCERNS

With the goal of positive parent-school collaboration, it is our desire to respond quickly to any concerns that you may have and to work together to resolve any issues that may arise. The best way to do this is to address the problem with the staff member closest to the problem. If the concern is not resolved, please make an appointment with the Director.

REQUEST FOR SPECIFIC CLASSROOM PLACEMENTS

Adventure staff puts a great deal of time and thought into creating the class rosters each year. Teachers work together to create the best possible classroom placement and combination of students for the school year. While we cannot logistically manage parents requesting specific teachers, parents are welcome to submit an email to the School Director with information about the type of learning environment they feel that would be most supportive of their child. This information will be included in the teacher decision making protocols for creating class rosters. We are not able to guarantee requests.

ABSENCE PROCEDURES

Primarily because of safety concerns, but also because of a need to account for student attendance, we ask for your cooperation in promptly notifying us in the event that your student will miss a day of school. It is imperative that the school be notified every time a student is not going to be in attendance. If your child will be absent for more than one day, you may note that on the first day's call. If you anticipate only one day's absence and it turns into two or three days, contact the school each successive day. Please do not have your child call to report absences. The attendance telephone number is (303) 853-1410. The information to report:

1. Date of absence being reported.
2. Student's last name, first name.
3. Name of student's teacher.
4. Reason for absence.

Students who have definite signs of colds, communicable diseases, or other illnesses (fever) should not be sent to school. If your student is diagnosed as having a communicable infection, please report that finding to the school office promptly.

ATTENDANCE

Our goal is to work with parents to make sure students are at school every day. Absences have a negative effect on instructional continuity. Make-up work is not a substitute for instruction received in the classroom. Vacations taken during the regular school session are discouraged. Vacations are considered an absence and parents must call to excuse students. In order for an extended illness of 3 or more consecutive days to be excused, a doctor's note must be provided. Colorado state law considers more than 10 absences in a school year to be truancy. Per district policy, once a student has reached 10 total absences, excused or unexcused, students may be placed on an attendance contract. Any student on an attendance contract is required to have proof of illness for every subsequent absence.

ARRIVAL AND DEPARTURE

Before school supervision starts at 8:00 am; after school supervision lasts until 3:15 pm. Breakfast is served from 8:00-8:10; students should NOT arrive at school before 8:00. Similarly, there is no supervision available after 3:15 for students; please make arrangements to have your child picked up from school no later than 3:15 each day.

For early dismissal a **parent must go to the office to check the student out and the office will call for the student.** Whenever someone else will be picking up your student from school during school hours, please send a note or call the office giving the following information: name of person authorized to pick up student, reason, time and whether student will return to school that day.

HEALTH OFFICE POLICY

A trained health assistant or trained office personnel provide coverage for the clinic. Parents should bring special health concerns to the attention of the teacher, the clinic aide and the school office personnel. Because the purpose of our clinic is to provide first aid and to screen students complaining of illness, **it is imperative that someone is prepared to pick up your student in the event of illness within 30 minutes of notification.** Students with a temperature of 100° or more, or those with symptoms of contagious diseases will be sent home.

If your student shows any sign of an illness before they leave home, please take a moment to check their temperature. **Students are not allowed to come to school if they have vomited, had diarrhea, or a fever of 100 or more within the past 24 hours.** 9-1-1 will be called in emergency situations.

ADMINISTERING MEDICATIONS TO STUDENTS

Students are not to have any over the counter or prescription medications on them at school. Students needing medication at school must have medical authorization from a doctor. Please contact the school's health assistant for more information.

FIRST AID, EMERGENCY MEDICAL CARE, IMMUNIZATIONS

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best-qualified person at hand in case of accident or sudden illness. If student is not

compliant with State immunization laws, a parent will be notified to comply with the State law or sign a plan to become compliant.

BUS RULES AND REGULATIONS

Bus rules and regulations are included in the Student Behavior Standards Booklet that is prepared by Mapleton Public Schools. Parents are required to read and electronically sign off on this booklet each year. Please refer to this for bus rules and regulations. If for some reason your student is not to ride the bus home on any given day, please call the office or send a note with the student stating so. **If your student does not have a note stating that they are not to ride the bus home, they will be put on the bus.** If you have any concerns throughout the year, please contact Mr. Adolph Chavez, Manager of Transportation at (303) 853-1027.

REGISTRATION FORM/CHANGE OF ADDRESS

The school must be promptly informed of any change in address and/or phone numbers. It is critical that the office has current phone numbers (home and work) in case of an emergency. If a family moves outside of our school attendance area, the student will be allowed to complete the current school year.

INTERRUPTIONS TO THE SCHOOL DAY

Students not enrolled at Adventure are not permitted to visit during the school day. For the safety of our students and staff, we require that all visitors report to the main office and obtain a temporary ID. Parents of students are invited to visit the school at any time. If you would like to speak with a teacher or volunteer in the classroom, please make arrangements in advance.

To minimize classroom interruptions, phone calls and messages to students are strongly discouraged. To eliminate the possibility of a breakdown in communication, **please make sure your student understands the plan of the day before he/she leaves home.** In an emergency, messages need to be called in before 2:45 p.m. Any message called in after 2:45 p.m. may not reach your student before the end of the day.

STUDENT DRESS/PERSONAL APPEARANCE

Our focus at Adventure is on education and learning. All students are good role models and represent our school in a positive manner. Clothing or accessories should not disrupt or distract from the educational program of the school. Students may be asked to adjust clothing if necessary. Teachers or administration will communicate with families if there is an issue with dress.

Students should dress appropriately for the weather, which can change quickly in Colorado! Layers and an extra change of clothing are encouraged in student backpacks.

STUDENT CELL PHONES

We strongly discourage students bringing cell phones to school. If there is an emergency at school, parents will be directly contacted by school officials. If students choose to bring cell phones to school, the following guidelines will be enforced:

- Cell phones must be off (not on vibrate). Students should keep their cell phone in their backpack or turn it in to their teacher.

- Students are not allowed to use earbuds/headphones during the school day, unless specifically allowed by a teacher.
- Any phone communication concerning needing to leave due to illness or other emergency will take place on school telephones with permission from office personnel. **Parents should continue to call the school for any emergency situations. This helps the school keep students safe.**
- Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy.
- Students shall be personally and solely responsible for the security of their cell phones. Adventure does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Any violations of the above policy will result in the following:

First Offense -- The device will be held by the teacher until the end of the school day.

Second Offense -- The device will remain in the main office until the end of the school day.

Third Offense -- The device must be picked up by a parent or guardian.

Fourth Offense -- An individual contract will be created by school staff and families.

FUNDRAISING

For Non-School Activities: Students should not bring items for sale to school even though these may be associated with fund raising for scouting, athletic teams, etc. Students involved in obtaining pledges or other means of support for out of school activities should take care of this **before or after school**.

For School Activities: One school-wide fund-raiser will be held each school year. All money will be collected by teacher(s) and turned into the school office. All monies raised by students will directly benefit students through field trips, guest speakers and student activities. We welcome families to participate in the planning and execution of this event! Contact the office for more information.

INCLEMENT WEATHER & SCHOOL CLOSURE

Mapleton Public School District will notify all major radio and television stations of school closures or delayed start schedule due to inclement weather. We are listed as the Mapleton Public School District.

Intermittent closures due to COVID-19 are possible. Trailside staff will work closely with Mapleton Public Schools and Tri-County Health to make decisions that maintain the health and safety of our students and staff. Decisions will be communicated as quickly as possible to families. If a closure is necessary, we will pivot to remote learning for the extent of the closure.

Decisions regarding indoor/outdoor recess will be made by an on-site administrator at the time of recess. Weather conditions and common sense are the major considerations. **In general, outdoor recess can be held when the wind chill temperature is above 22 degrees.** However, a number of factors may necessitate indoor recess such as: precipitation, age of students, condition of playground, etc. This procedure is subject to change at various times during the day. **Please make sure your child is dressed appropriately for the weather.**

USE OF INTERNET AND ELECTRONIC COMMUNICATIONS

Students will regularly use technology as part of instruction. Plagiarism, invasion of privacy, unauthorized access, copyright violations, or any misuse is subject to loss of privileges and may require further disciplinary action. All students are required to sign a Mapleton "Acceptable Use Agreement" annually. Using cellphones or earbuds/headphones is not permitted unless permission is given by the teacher.

VALUABLES

Students are not to bring valuables to school, and the school will not be responsible for any valuable items that may be lost or stolen. Items include, but are not limited to: electronic devices, jewelry, cell phones, trading cards, other toys, etc. If a student chooses to bring personal items, they are doing so at their own risk. All personal items must be left in a backpack during school.

NUTRITION SERVICES

All students are eligible for free breakfast, which will be served in the classrooms. For lunch prices, menus, and other information, please visit the Nutrition Services page on Mapleton Public School's website or contact Nutrition Services at 303.853.1117. Parents can make payments and add money to their child's school lunch account with My School Bucks, which can be accessed from the Nutrition Services web page. If you are in need of assistance to pay for your child's lunch, please fill out the Free/Reduced lunch application. Free/Reduced lunch applications are available online through the Nutrition Services webpage. Our office staff is happy to help you fill out applications as well.

PARTIES

Birthdays will be observed during the last 20 minutes of the day. Please contact the classroom teacher in advance to make arrangements. Please send necessary paper products and single serving treats. No knives or candles are permitted. Flower and/or balloon/edible arrangements for students should not be delivered to school. Deliveries will be held in the office.

PETS

Pets will not be allowed at school due to allergies and liability issues. This includes show and tell. Pets are not allowed in the school building or on school property at any time, even if they are leashed.

EMERGENCY/SAFETY INFORMATION

Safety is always our number one priority at Adventure. We have established procedures for emergency events including, fire, tornado, hold, lock down, lock-out, and controlled release. If you ever have any questions about our safety procedures, please contact the director. We know these events can be stressful for students and families, so some basic procedures are listed here for your reference.

Hold

There are times when we need students to be out of the hallways. In this case students will be put on a hold. During a hold, students are to stay in their classroom, but there is no threat. Holds may be called for a student having a medical issue or whenever there is a need for privacy.

Lock Out

If there is a threat outside of the school in the community, the school will be placed on lock-out. During a lock-out there is no immediate danger to students, but all doors are locked, and access is limited. Students and staff will not be allowed to enter or exit the building. Outside visitors will not be admitted.

Controlled Release

If a lock-out extends to the end of the school day, a controlled release may be necessary. In a controlled release, students are released one by one to a guardian or another authorized person. Depending on the situation, parents/guardians may be required to show identification.

Lock Down

If there is a threat to students within the building, doors will immediately be secured, and students will move out of view from any interior window. Any classes outside should not enter the building and will

seek shelter as directed by the teacher. Lock downs are released by law enforcement, when the threat has been contained.

During all emergency drills, cell phones should remain off. If parents have questions, please contact the main office for additional information. The District will alert parents of any safety issues through Infinite Campus.