

COMMONLY REQUESTED INFORMATION

Appeals or Grievances (District Policy 1550)

Students or parents who wish to appeal a decision or discuss a grievance are asked to respectfully address the matter directly to the staff member who made the decision prior to seeking assistance from the staff member's supervisor, the principal or from District staff. Questions regarding grades, credits, attendance records or student discipline are best addressed at the building level.

District Policy 1550, Public Complaint, applies to those general circumstances and situations when there is a concern related to the application of District Policies and a more specific complaint or grievance policy is not applicable. Parents/guardians of District students who have complaints are asked to submit their complaint and any proposed resolution in writing within 30 days of the act/omission giving rise to the complaint to the school principal/department administrator or designee.

Consolidated Billing

Adams 12 Five Star Schools generates a monthly consolidated bill to be sent to District families. The consolidated bill will list all of the students in the household on the same bill. The billing statement will be e-mailed on the 20th of each month. Billing statements will be mailed to the home address in November and March of each year. For more information see <https://www.adams12.org/our-district/financials/student-fees/billing>

Identification (I.D.) Badges

All middle and high school students are required to carry on their person an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal; provided, however, that the building principal shall have the discretion to impose a stricter requirement regarding student wearing of school issued photo ID cards based upon safety and/or related concerns. Each school has campus-based policies to address replacement of lost IDs, as well as issues of non-compliance with the policy. Repeat violators of a school's ID policy may be subject to discipline sanctions including suspension out of school.

Law Enforcement

Adams 12 Five Star Schools works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. All District secondary schools with the exception of alternative schools have a law enforcement officer known as a "School Resource Officer" (SRO) stationed on campus. These officers are also available to assist at elementary and K-8 schools when the need arises. Law enforcement should be notified by administrators in school related situations that involve suspected criminal violations or any time school safety may be at risk. Law enforcement officers will act consistent with their agency's guidelines in responding to referrals or otherwise becoming involved in school matters.

Parking and Driving on District Property

Parents and students who drive or park on campus are expected operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, referrals to law enforcement or loss of the privilege of driving on campus. Students may also face discipline sanctions for driving violations on campus that jeopardize the safety of others. Information about parking fees and regulations for high school students is provided in each high school's student/family handbook.

Postsecondary Planning and Enrollment Options (District Policy 6285)

Students in 9th through 12th grade may be eligible to enroll for coursework in a state institution of higher education, with costs reimbursed by the District, provided specific eligibility and academic criteria are satisfied. Parents/guardians and students interested in more information about postsecondary enrollment options are encouraged to review participation guidelines described in District Policy 6285 or to request information in the counseling offices.

Services for Students with Disabilities

Students with disabilities are afforded certain rights including those described in the following notifications regarding "Section 504" and Special Education. Parents or guardians who believe their child may have a disability requiring special accommodations or support services may contact the administrative office of their child's school for more information about assessment and eligibility for such services.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a nondiscrimination statute prohibiting discrimination on the basis of one's disability. In accordance with Section 504, Adams 12 Five Star Schools does not discriminate on the basis of disability in its educational programs, activities or employment practices. Section 504 also requires Adams 12 Five Star Schools to locate, evaluate and determine if the student is an individual with a disability requiring accommodation necessary to receive access to educational programs. Parents or guardians who disagree with the decisions reached by school personnel or with a student's Section 504 plan may request a hearing before an impartial hearing officer by notifying the District's Nondiscrimination Coordinator. Please see District Policy 8400 for more information.

The Individuals with Disabilities Education Improvement Act of 2004 guarantees basic rights and provides the framework for special education services. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The

public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment.

Student Pickup (District Policy 5700)

School personnel shall not release a student to anyone prior to the end of the student's school day without first checking the photo identification of the individual and confirming the student is being released to an authorized individual. An authorized individual shall be those persons identified by the parent/guardian in writing as emergency contacts in the District's student information system, or other persons identified by a parent/guardian in an emergency.

Students' Right to Expression (District Policies 5650, 6260)

District Policy 5650 acknowledges students' right to dissent peacefully, including the right of legal protest through proper channels, provided such dissent does not interfere with the educational process or result in harm to persons or property. Policy 6260 describes guidelines by which students may exercise expression in school-sponsored publications. Students should be aware of their rights and responsibilities according to the guidelines established in each policy.

Teacher Qualification Information

Federal law allows parents to request information regarding the professional qualifications of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any paraprofessional staff member providing service to their child. Parents who would like to request this information should contact the administration of their child's school.

Translation Services

Schools are responsible for arranging translation services for discipline actions, teacher conferences, back to school or open house events, non-emergency medical information, student attendance, or academic performance concerns. Please contact the school administration office if you have any questions regarding translation services. Translation assistance is also available upon request for deaf or hearing impaired students or families.

Transportation (District Policy 3600)

Bus service will be available for elementary students who live more than one and one-quarter (1 ¼) miles from school, middle school students who live more than one and one half (1 ½) miles from school, and high school students who live more than two and one half (2 ½) miles from school. Students who ride buses may be expected to walk up to the same distance as walk in students as described above to the nearest bus stop. Students are encouraged to arrive at the bus stop at least five minutes before the scheduled pickup time.

Students who ride the bus to or from school are required to have a bus pass card at all times. There is no charge for the initial bus pass card. There is a \$5.00 fee for replacement of lost cards.

District bus drivers are well trained in working with students toward providing a positive riding atmosphere. Passengers are expected to show respect for others including fellow passengers, drivers, sponsors, motorists, residents and property owners. A student management and discipline guidelines system is utilized to document and intervene in response to behavior issues. Students may temporarily or permanently lose the privilege of riding the bus for extreme or reoccurring behavior infractions. Discipline consequences including suspension or expulsion from school may also be warranted depending on the severity and nature of the situation. For more information on school transportation, please call 720-972-4300.

Video and Audio Monitoring (District Policy 3520)

District Policy 3520, Video and Audio Monitoring, allows video surveillance to be utilized in schools, on school property, and on transportation provided by the District. Many cameras are equipped with audio recording capabilities as well. Such monitoring may assist in deterring misbehavior and may provide evidence to be presented in student discipline hearings, court proceedings, and similar venues. Recordings may be used in student discipline investigations and as evidence in school discipline matters including suspension or expulsion cases. Recordings may also be used to prosecute crimes against property, students or staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise may be required for disclosure by subpoena.

Students will not be notified when a recording device has been installed or is being utilized in a specific vehicle or building. Students should proceed with the assumption that their conduct and comments in public places (e.g., school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.

Visitors to Schools (District Policy 1200)

Parents and visitors are welcome in District schools or facilities. For the safety of students, staff and visitors, District Policy 1200, Visitors to Schools, provides guidelines regarding school visits. Visitors must report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting photo identification, signing a visitor log, wearing a visitor identification card, and/or being accompanied by a staff member. Schools may also utilize scanning software to verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents or guardians should be requested and approved by the principal prior to the visit to avoid disruption of the learning environment.

Visitors who fail to abide by District and school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits as explained in District Policy 1210, Public Conduct on School Property. Law enforcement or District security staff may also be contacted.