



**Five Star Online Academy**

**SECONDARY**

**Student and Parent Handbook  
2025-2026**

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

Five Star Online Academy  
1865 W 121st Ave Unit 100C  
Westminster, CO 80234

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

**Phone:** 720-972-7430

**Fax:** 720-972- 7499

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

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

**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.

**Administrative Staff**

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Barb Joy	Assistant Principal	barbara.j.aswege@adams12.org	720-972-7432

**School Counselors**

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**Office Staff**

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NOTE: The information contained in this handbook is designed to help keep students and parents informed of the policies and procedures that will be followed by Adams 12 Five Star Online Academy during the current school year. Revisions may occur to this handbook to ensure alignment with District Policies and/or applicable law.

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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 Tuesdays and/or Thursdays, based on a student’s individual schedule. Special Education, ELD, and select classes will also meet on Monday and Friday.
- **Students are considered to be in attendance if they log into the live, virtual class and verify their presence with video.**<sup>1</sup>
  - Please reach out to the principal or assistant principal if there is a concern about your child’s ability to verify their attendance with video.
- Students are expected to remain logged into each class for the duration of the class in order to be marked present.
  - Teachers will check for student understanding throughout the class period. If a student does not respond to two or more requests for a response during a class period, they may be marked unexcused partial absent (UPA) for the class period.
- 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 Days

- Students are to submit weekly assignments in each course 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.
- 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 ALL of the previous week’s asynchronous days.
- 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.

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<sup>1</sup> 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.

## 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 four (4) days of class time, which means that excusing a student from their asynchronous work will count for four of the five 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 assistant principal.

### Make-Up work

- Secondary 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.

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

## Tardy Policy

All tardies and consequences will be handled in each individual teacher's class as described in the Course Syllabus 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).

# Academic Information (Grades 6-12)

## Academic Letters and Awards

- Recognitions will be earned by students based on excellent performance at Five Star Online Academy. In order to be eligible for an academic award, the student must have been enrolled at FSOA for at least 80% of the semester for which the award is being granted.
- Academic Awards/Honor Roll
  - At the end of each semester, students' grade point averages (GPA) are calculated based on the average of all grades attained in relationship to the credit value of each course. Based on these GPAs, Five Star Online Academy recognizes the following academic honors. GPAs are not rounded for the purposes of these awards.
    - Principal's Honor Roll: A student must earn a 3.5 or higher for the semester and must *not* have received a failing grade in any class.
    - Phoenix Honor Roll: A student must earn a 3.0 - 3.49 or higher for the semester and must *not* have received a failing grade in any course.
- Academic Letter (**High School Only**)
  - Students in grades 9-12 may earn an academic letter for maintaining a 3.70 GPA for two consecutive semesters. Both semesters must have been completed at Five Star Online Academy. Academic Letters are awarded in the spring and fall.

## Advisory

- Advisory is a time for students to connect, learn new skills, and develop their skills as online learners.
  - Grades 6-8: Occurs during one class period, every Thursday. Rotates through content areas
  - Grades 9-10: One class on Thursday. Earn 0.25 credits each semester based on participation.
  - Grades 11-12: Students will meet as a junior or senior class monthly on Thursdays. These sessions are led by counselors and focus on college & career readiness, graduation, and other topics related to students' Individual Career and Academic Plan (ICAP).

## Assessments

- Students will take assessments throughout the year to support teachers in making informed decisions about student progress. Some assessments (such as CMAS and PSAT/SAT) will only be administered in person. Once dates for these in-person assessments are determined, they will be communicated to families. Information on opting out of state-required assessments will be provided to parents/guardians as indicated by Colorado Department of Education policies.
- High school students may earn credit based on their performance or growth on some standardized assessments, as indicated in district policy.

## Cheating/Plagiarism

- **Plagiarism** means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. Sources could be published or unpublished. If unclear, always ask your teacher.
- The use of **Artificial Intelligence (AI)** is not allowable unless explicit prior permission is given by your teacher.
  - Students should not copy from any source, including generative AI, without prior teacher approval and adequate documentation.
  - Students should not submit AI-generated work as their original work.
- **Cheating** is supplying, requesting or using unauthorized information prior to or during an assignment or assessment. (Examples include looking at or using someone else's work, using crib/stolen/borrowed notes, or unauthorized use of electronics).

- **If you are ever unclear, it is your responsibility to ask your teacher for guidance.**
- Consequences for plagiarism, inappropriate use of Artificial Intelligence, and cheating apply to all classes and discipline carries over year to year.
- Matrix for Plagiarism/Cheating:
  - 1<sup>st</sup> – 0 on the assignment, teacher calls home and referral
  - 2<sup>nd</sup> – 0 on the assignment, one-day suspension, parent/teacher conference, referral
  - 3<sup>rd</sup> – 0 on the assignment, two-day suspension, referral
  - 4<sup>th</sup> – 0 on the assignment, referral for expulsion
  - *Additional discipline may be given based on the severity of the incident.*

## Final Exams/Projects

- All courses will have an end-of-semester final exam or culminating project.
- This final exam or project will be worth no more than 10% of a student's overall semester grade.
- No early finals will be given at the end of either semester. If a student misses a final exam, they will receive an "Incomplete" in the courses.
- All late final exams must be completed within three weeks of the end of the semester. Upon completion, the "Incomplete" will be converted to a grade on a student's transcript.

## Grading Policy

- We will be following a letter-grading system for all high school and middle school classes.
- The district grading scale is listed below.
  - 89.5 – 100% = A
  - 79.5 – 89.4% = B
  - 69.5 – 79.4% = C
  - 59.5 – 69.4% = D
  - Below 59.5% = F
- High School students who fail a class may retake the class on a space available basis. The student will be awarded the higher grade and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with "NG" and the new course grade and credit will be listed in the transcript under the corresponding semester.
- Student's progress will be reported at individual parent conferences at least twice a year, and grades will be reported as indicated in [District Policy 6310](#).

## Grade Reporting

- Teachers at Five Star Online Academy will be keeping daily grades, including individual assignment scores, in Infinite Campus.
- Mid-term and end-of-semester grades will also be posted in Infinite Campus.
- Though some assignments may be submitted through Edmentum, Schoology, or other online tools, Infinite Campus is the only official gradebook of record.
- Parents who need assistance creating a Parent Portal account to access their student grades can contact the school registrar.



## Schedule Changes

- Once registered, students may request a change during the first ten days of school for the following reasons:
  - Failed a class or have not taken prerequisite
  - Previously earned credit in same class
  - Documented physical disability (e.g. inability to complete a PE course)
- Until a schedule change is approved, the student must continue to attend all classes on his/her schedule. Students requesting a change should make an appointment with a counselor. Please note that changes requested for reasons that are not listed above (including, but not limited to, job conflicts, workload concerns, or athletics) will not be able to be accommodated.
- Note: A “withdrawal” from class after ten (10) days may result in an “WF” (withdrawal fail), which would negatively impact a student’s cumulative grade point average.

## Syllabus

- During the first two weeks of class, teachers will review the course syllabus linked to their webpage. The syllabus will include:
  - A course title, instructor name, and any prerequisites
  - Instructor email address
  - Instructor web page address
  - When and where help is available
  - A course description (including novels used in English classes)
  - Course objectives or essential outcomes
  - Grading procedures and scale
  - Expectations of student work and participation
  - Absence policy
  - Tardy policy
  - Late work policy
  - Review of plagiarism and cheating policies
  - Student Integrity Oath
  - General Guidelines

If a printed copy is desired, a hard copy of the syllabus may be requested from the teacher.



# Academic Information (Grades 9-12 Only)

## Advanced Placement

- The Advanced Placement (AP) Program provides students an opportunity to take college-level courses and exams while they are in high school.
- As a result of the final national test score that students receive, college credit may be awarded. Credit awarded depends on the college the student wishes to attend.
- **All students who take AP classes will be required to take the AP exams in May. Students who do not take the final AP exam will not be eligible for weighted grade status.**
- Fees will be collected through the district billing process.
  - The current fee for each exam is \$99 and is subject to change.
  - Students who register for the exam but do not take the exam will be charged an unused/canceled exam fee.
  - Financial aid is available for those who qualify. Students who qualify for the free/reduced meal program will also qualify for a reduced fee from the College Board.
- For more information about AP, you can access the website at: [www.collegeboard.org](http://www.collegeboard.org). This website includes the testing schedule in May.
- **Students registered for AP classes will not be able to drop those classes after the first ten (10) days of the semester.**

## Colorado Digital Learning Solutions (CDLS)

- A small number of students may be taking AP or other advanced courses through a partnership with [Colorado Digital Learning Solutions](#). These classes are denoted with “StudioCDLS” on their schedule.
- There will be no additional fee for students taking these courses.
- These classes are primarily asynchronous, with work posted every week and a Colorado licensed educator from CDLS available for support and feedback.
- Additionally, a student in a CDLS course will meet with a Five Star Online Academy teacher weekly to discuss progress.
- Attendance will be entered on a weekly basis based upon the student’s progress in the course and based upon attending the meeting with the Five Star Online Academy staff member.
- *Note -- a student who fails the first semester of a CDLS course will not be able to continue into the second semester in that course.*

## Course Credit and Grade Point Average

- Students can earn up to 0.5 credits per semester per course during high school; a small number of courses will allow students to earn only 0.25 credits per semester.
- A course that is failed will not provide a student with credit. Students who withdraw from Five Star Online Academy prior to the end of the grading term will receive no credit.
- The following point scale will be used to compute grade point average.

### REGULAR SCALE

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points (no credit earned)

### WEIGHTED SCALE

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points  
F = 0 points (no credit earned)

- Weighted grades will be assigned to courses with the Advanced Placement (AP) designation. Please see the sections on Advanced Placement courses and Weighted Grades for more information.

## Course Schedules / Minimum Course Requirements

- The District requires that all students in grades 9-12 be enrolled in a minimum of 6 credits.
- 9th - 11th Grade Students
  - Students in grades 9 - 11 will be required to take a full credit of English, Math, Science, and Social Science each year.
- 12th Grade Students
  - For seniors, Adams 12 Five Star Schools will require 3 credits of these 6 credits to be taken in core subjects (English, Social Studies, Science, Math or Foreign Language). Exceptions to the three (3) core classes may be made for students at the Bollman Technical Education Center or Future Forward at Washington Square, providing such students can demonstrate competency in the core areas. See [District Policy 6340](#).

## FFCTE Courses

- Students enrolled at FFCTE courses at Bollman and Washington Square are required to attend classes in person. They will need to wear a student ID at all times and enter the schools through the main office.
- Students attending FFCTE will be allowed to ride the bus from their home high school to Washington Square or Bollman; they should wait for the bus outside and not enter the high school. If transportation is needed, a bus pass is required.
  - Bus Passes for students attending classes at Washington Square or Bollman can be picked up at the district transportation office.

## Graduation Requirements

- Seniors who meet the Adams 12 Five Star Schools graduation requirements by Spring 2026 will be graduating with a Five Star Online Academy diploma.
- Students must complete at least one full semester their senior year at FSOA in order to be eligible for a diploma from Five Star Online.
- All work must be completed and transcribed by noon on senior's last day (as indicated on the school calendar) for a student to be eligible to participate in graduation ceremonies.

### **Adams 12 Graduation Requirements for the Classes of 2021 and beyond**

English	4 credits
Math	3 credits
Science	3 credits
Social Studies – (.5 must be US Gov).	2 credits
US History	1 credit
Physical Education – (.5 must be Healthy Choices)	1 credits
Fine/Practical Arts	2 credits
Elective	7 credits
<b>Total Required Credits</b>	<b>23 credits</b>

- In addition to earning 23 credits, students will be required to demonstrate College and Career Readiness in English and Mathematics. The options for demonstrating readiness can be found on the [district's Graduation Requirements website](#).
- **Important Notes:**
  - Students must have completed all graduation requirements and all outside credits submitted **by noon on the last day for seniors** in order to be eligible for participation in the graduation ceremony.

- **Early Graduates:** Students who will meet all graduation requirements by the end of first semester and wish to graduate early should contact their counselor.
  - An application for early completion must be received by October 1 and approved by the FSOA principal or designee.
  - Students who are approved for early completion will participate in the regularly scheduled commencement ceremony in May.
  - Students who graduate early may be eligible for the [Path4ward program](#), which provides students with scholarship money they can use towards college classes, workforce training, or other certificate programs to prepare for life after high school. Students should check with their school counselor for more information on this program.

## Honors for Graduating Seniors

- Five Star Online Academy will honor graduating seniors in accordance with the Latin Honors designation system. In order to receive this honor, students must have the following cumulative GPAs, as calculated at the completion of 1st semester of their senior year:
  - 4.250 and above: Summa Cum Laude
  - 4.000 to 4.249: Magna Cum Laude
  - 3.750 - 3.999: Cum Laude
- To be eligible for one of these distinctions, students must have completed at least one full year with Five Star Online Academy and be enrolled as a full time student. *We will not present honors for valedictorians and salutatorians.*

## Letters of Recommendation for Colleges

- Students who request a recommendation from a staff member are asked to provide a minimum of three weeks' notice before the letter is needed. For college application purposes, staff members will upload their letters of recommendation to the SchoolLinks platform.

## Transcripts & Transcripts Requests

- Students are encouraged to plan ahead so that they do not miss deadlines. Students who need transcripts sent to colleges will request that process via their SchoolLinks account. Once a request is received, the Five Star Online Academy counseling staff will send the transcript within one week. The majority of transcripts will be sent electronically from Five Star Online Academy to the appropriate college/university via SchoolLinks. In the rare case that electronic transcripts are not accepted, we will mail a transcript.
- As of Fall 2024, student transcripts no longer include a class rank. Should a student need a verification of class rank for a scholarship application, they should contact their school counselor.

## Weighted Grades

- Weighted grades will be assigned to courses with the Advanced Placement (AP) designation or courses which require an AP course as a prerequisite. **Students who do not take the AP exam will not be eligible for weighted grade status.**
- Students transferring to Five Star Online Academy may have the grade for a previously complete course weighted if the course was an Advanced Placement only. Classes designed as honors, college prep, or pre-AP will not be weighted.
- Weighted credit must be requested upon transferring into FSOA and approved by the school principal.

# General Information and Policies (Gr. 6-12)

## Activities

- For the 2025-2026 school year, students will be able to participate in activities through Five Star Online Academy.
- Clubs will be formed in the first semester and, in most cases, students will have the opportunity to participate virtually.

## Athletics

- FSOA students will be able to participate in athletics through an Adams 12 middle or high school as indicated in [District Policy 6250 Section 6.1](#).
- **Students who attend via Five Star Online will be required to meet the same eligibility requirements as students attending in person.**
- Students are responsible for understanding district policy and working directly with the appropriate school to enroll in athletics. Athletic registration deadlines may vary by school.

## 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.

## Building Access

- At FSOA:
  - All Five Star Online Academy (FSOA) students will enter the building at the main doors and check in with the appropriate staff member.
  - When students are attending in-person activities facilitated by FSOA, they will be required to check in and check out as directed. Student IDs must be worn on the lanyard and visible at all times.
- At Other Adams 12 Buildings:
  - FSOA students **may not be on site at a different Adams 12 school during the school day**. Doing so is a violation of the student code of conduct and students may be referred to law enforcement.
    - Please see the exception for classes at Bollman and Washington Square above.
    - If students have been approved to participate in **after-school athletics** at an Adams 12 school, they will need to check in with the main office or as directed by that school's administration.

## Cameras / Video Conferencing

- Teachers will use 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 On<sup>2</sup>: Students will be asked to turn on their web camera during some key instructional periods during class, such as

- 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 Google Meets. 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 Personal Technology Devices (PTDs)

- [District Policy 5030](#) provides guidance on student use of cell phones and other technology devices. For the purposes of this policy, Personal Technology Device (PTD) include any privately-owned portable technology, including but not limited to, cell phone and wearable technology such as smart watches, smart glasses, wireless earbuds, and wireless headphones.
- PTDs may not be used in any manner which is potentially unsafe, illegal, or otherwise might violate the District's Student Code of Conduct. Please see the policy for more details.
- Use of PTDs in violation of school expectations and District Policy 5030 will result in disciplinary consequences.
- At home:
  - We ask that parents/guardians partner with us to create an at-home environment conducive to learning, which includes limiting distractions such as cell phones.
  - Students are encouraged to keep their phones and PTDs in an alternative location during synchronous class time so that they can focus on their learning.
- At school:
  - Students should not bring wireless earbuds or wireless headphones to school.
  - Learning Lab:
    - While attending Learning Lab in-person at FSOA, PTDs must be in the "off" or "silent" position and stored out of sight.

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<sup>2</sup> 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

- Students will be able to access their cell phones or other PTDs during the designated, posted lunch period only.
- If a student needs to use their cell phone to contact home, they will request permission from an administrator or designated staff member. If given permission, students will be directed to an identified area at the school for use.
- Students may not use / access cell phones or PTDs in the restrooms.
- Peer Engagement
  - While attending Peer Engagement in-person at FSOA, PTDs must be in the “off” or “silent” position and stored out of sight.
  - Students will be able to access their cell phones or other PTDs at the conclusion of our last session at 12:00.
  - Students may not use / access cell phones or PTDs in the restrooms.

### 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

- **Apptegy (phone app):** This phone app features two-way communication with each of a student’s teachers. This app also includes automatic translation to your preferred language. Through this app, you will also receive building and district updates and announcements.
- **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 (Google Meets) throughout the school year. In-person meetings may be requested.

### Controversial Issues

- Staff will follow [District Policy 6220](#) as it relates to controversial issues. This includes notifying parents in advance about students' participation in a District-approved controversial health education course or topic.
- Should you have any questions or concerns about material being taught in class, please contact the teacher. If the situation is not resolved, please reach out to the school administration.

### Counseling Office

- The Adams12 Counseling Curriculum will address the mindsets and behaviors as outlined by the American School Counselor Association.
  - *Social/Emotional Development:* Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.
  - *Academic Development:* Standards guiding school counseling programs to implement strategies and activities to support and maximize each students’ ability to learn.
  - *Career Development:* Standards guiding school counseling programs to help students 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across their lives.



- 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 Email
Misti Gossett-Thrower	Last Name A - Gi	misti.d.gossett-thrower@adams12.org
Jaimie Ove	Last Names Go-N	jaimie.m.ove@adams12.org
Karen Stemm	Last Names O-Z	karen.stemm@adams12.org

## Emergency Procedures

- **During Online Learning:** As some of our Five Star Online staff teach 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 drill during the school day, our staff will need to temporarily leave the remote classroom. During the duration of the emergency or 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 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.
- As all field trips are optional, school administration may determine that a student is ineligible for participation due to a pattern of student behaviors that are in violation of the student code of conduct. In such cases, the school principal will work directly with the student and their family to seek resolution before this determination is made.

## 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 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 20<sup>th</sup> of the month. Please be sure your email is up to date so you can keep informed.
- Students qualifying for free/reduced benefits 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](#).

## Individual Career and Academic Plan (ICAP) and SchoolLinks

- All secondary students at Five Star Online will have an account created with the internet based software SchoolLinks.
- Counselors will access all students once per semester through their classes to help deliver the Adams 12 Counseling Curriculum. Students will use the SchoolLinks platform to fulfill the Colorado Department of Education Individual Career and Academic Plan (ICAP) requirements.
- In addition, seniors will use SchoolLinks to assist with the college application process which includes sending letters of recommendation and transcripts to colleges.

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

## Learning Lab

- Learning Lab provides students with the opportunity to receive one-on-one or small group instruction from teachers.
  - Students may be directed to work with specific teachers, focus on specific coursework, or sit in specific areas of the learning space in order to maximize the learning experience.
  - Physical activity breaks will be provided hourly.
  - Expectations for student participation during Learning Lab are posted.
  - Guidelines for cell phone and PTD use are outlined in the appropriate section of this handbook.
- Learning Lab is a drop-in opportunity available between 8:00 a.m. - 3:30 p.m. on Mondays and Fridays.
  - Students should not arrive earlier than 7:45. From 7:45 - 8:00, they will remain in the school vestibule.
  - Students must be picked up no later than 3:30 p.m.
  - Students check-in when they arrive and check-out when they leave.
- Students will have the opportunity to eat lunch during a designated time frame.
  - Students in grades 6 - 9 must remain on campus during the designated lunch period.
  - Students in grades 10 - 12 may leave campus during the designated lunch period after checking out with a staff member.
  - *With the exception of lunch for students in grades 10 - 12, once a student leaves for the day they cannot return unless they are checked in / checked out by a parent.*
- Many of our students walk or bike to the Learning Lab independently.
  - If a parent/guardian wishes for their child to only be released directly to a parent/guardian directly, they can escort their child into the secure vestibule and let a staff member know.

## Peer Engagement

- Peer Engagement provides students with the opportunity to engage in hands-on learning activities and develop collaborative / social skills alongside their peers.
- Peer Engagement takes place from 8:00 - 12:00 on Wednesdays.
  - Students should not arrive earlier than 7:45. From 7:45 - 8:00, they will remain in the school vestibule.
  - Students must be picked up no later than 12:15 p.m.
  - Students check-in when they arrive and check-out when they leave.
- Many of our students walk or bike to Peer Engagement independently.
  - If a parent/guardian wishes for their child to only be released directly to a parent/guardian directly, they can escort their child into the secure vestibule and let a staff member know.



- As students in elementary, middle, and high school grades may participate in activities with one another, maintaining high standards for student behavior, language, and dress is essential.
  - Expectations for student participation in Peer Engagement are reviewed each week.
  - Guidelines for cell phone and PTD use are outlined in the appropriate section of this handbook.
- As Peer Engagement is optional, school administration may determine that a student is ineligible for participation due to a pattern of student behaviors that are in violation of the student code of conduct. In such cases, the school principal will work directly with the student and their family to seek resolution before this determination is made.

### **Pets on Property**

- In an effort to keep our building safe for all students and families and in accordance with [District Policy 1220](#), notice must be provided if a student wants to bring a service animal on an on-going basis.
- We ask that all pets remain off school grounds during school hours.

### **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/Guest Policy**

- Parents and visitors are welcome in Adams 12 Schools in accordance with [District Policy 1200](#).
- Student and staff safety will be prioritized at FSOA. All visitors during regular business hours must check-in at the main entrance / secured vestibule. Visitors may not access other doors to enter our school.
  - A valid ID must be presented at the time you arrive at school and will be used in the Raptor visitor tracking system.
  - You will be asked to wear a visitor's badge/sticker at all times.
  - Classroom visits by parents or guardians should be approved at least 24 hours prior to the visit to avoid disruption of the learning environment.
- Students who permit friends of siblings to attend school and/or who violate District policy by attending a school where they are not enrolled will be subject to discipline and may be referred to law enforcement.

# Student Supports

## Free and Reduced Benefits

- All families are encouraged to apply for Free and Reduced Benefits at [www.adams12.org/myschoolapps](http://www.adams12.org/myschoolapps).
  - Families can receive 50% off of select fees or not have to pay them at all. These include athletic fees, course fees and activity and field trip fees tied to curriculum. See the [Fees Schedule](#)
  - High school students can receive discounts when preparing for their future. This can include discounted course fees, post-graduation planning, scholarships, state and national testing (including SAT, ACT, AP and IB), and post-secondary enrollment.
  - Schools receive additional funding from the state to enhance the educational experience for all students.
  - Families can qualify for additional resources, such as medical, food and cash assistance, and discounted services like internet.

## 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

- FSOA is offering breakfast and lunch boxes to all FSOA students for the 2025-2026 school year. Each pick-up will include two weeks worth of breakfast and lunch. Families do not need to qualify for free and reduced benefits to sign up for meal boxes, but they must pre-order for the semester.

## 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 here](#).

## Suicide Prevention

- Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. [Policy 5520](#) addresses suicide assessments as a priority to protect all students. Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow District Policy and respond accordingly.
- The following steps have been taken to help protect all students:
  - Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
  - When a student is identified as being at risk, he or she will be assessed by a District mental health professional who will work with the student and help connect the student to appropriate local resources.
  - Students will have access to national and local resources which they can contact for additional support, such as the national [988 Lifeline](#) or the [Second Wind Fund](#).
  - All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
  - Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.
  - For additional information, please visit the District's website.

# 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 FSOA students will continue using the chromebook they checked out during the previous 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. 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

## NOTICE OF NONDISCRIMINATION

The District is committed to nondiscrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, family composition, sexual orientation, transgender identity, gender identity, gender expression, or disability ("Protected Classes"), in its educational programs or activities, operations, and employment applications and decisions. Harassment may be a form of discrimination.

A report of discrimination or harassment may be made to any District employee, including the District's Title IX/Nondiscrimination Coordinator or designated assistant principal in each school building. Reports may be made in person, in writing, over the phone, by email or via the District's website. The District's nondiscrimination policies, grievance procedures, and online complaint form are available on the District's [Nondiscrimination](#) and [Title IX](#) web pages on the District's website, [www.adams12.org](http://www.adams12.org).

The District's Title IX/Non-Discrimination Coordinator is responsible for coordinating, monitoring, and documenting District compliance with District Policies [4140](#) (Equal Employment Opportunity), [8400](#) (Nondiscrimination), and [8410](#) (Sexual Harassment). Inquiries about these policies may be referred to the District's Title IX/Nondiscrimination Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The District's Title IX/Nondiscrimination Coordinator is:

Megan Brooks  
Title IX/Nondiscrimination Coordinator  
Adams 12 Five Star Schools  
1500 E 128th Ave, Thornton, CO 80241  
Title IX-Nondiscrimination-Coordinator@adams12.org  
(720) 972-4179

The District will address reported incidents occurring between January 3, 2024 and July 1, 2024 under [this version of District Policy 8400](#), Nondiscrimination.