



# **Hulstrom K-8**

## **Student and Parent Handbook**

*A School for Advanced Academics and Gifted Education*  
**2025-2026**

**Inspiring Gifted and Advanced Students to Passionately Pursue Their  
Unlimited Potentials**

### **Hulstrom's Mission and Vision:**

Our mission is to inspire gifted and advanced students to passionately pursue their unlimited potentials.

Our vision is to nurture gifted and advanced students within a diverse community of creative and critical thinkers that recognizes, respects, and responds to their unique needs.

**Hulstrom Main Line #720-972-5400**

**Hulstrom Attendance Line #720-972-5418**

# Table of Contents

<b>Academic Programming</b>	<b>4</b>
Curriculum	4
Gifted Education Best Practices	5
Grading & Reporting Student Progress	5
<b>Attendance</b>	<b>5</b>
District Attendance Policies	6
<b>Before and After Care (BASE)</b>	<b>7</b>
<b>Behavior Expectations and Support</b>	<b>7</b>
STAR Behavior	7
Restorative Practices	7
District Discipline Policies	8
<b>Bicycles/Skateboards/Scooters</b>	<b>8</b>
<b>Birthdays and Celebrations</b>	<b>8</b>
<b>Birthday Invitations</b>	<b>8</b>
<b>Breakfast</b>	<b>8</b>
<b>Books, Materials, and Equipment</b>	<b>8</b>
<b>Cell Phones &amp; Electronic Devices</b>	<b>8</b>
<b>Co-Curricular Activities and Middle School Sports (Outside of the School Day)</b>	<b>9</b>
Elementary	9
Middle School	9
<b>Communication</b>	<b>9</b>
Communication From the School	9
Communication To the School	9
Conflict Resolution	10
<b>Daily Schedule</b>	<b>10</b>
Arrival Procedures	10
Departure Procedures	10
Hug-and-Go Lane, Traffic, & Parking	11
Inclement Weather	11
Late Drop Off/Early Pick Up	12
Lunch and Recess	12
Middle School Bell Schedule	12
Snack Time	13
<b>District Devices</b>	<b>13</b>
<b>Dress Code</b>	<b>13</b>
<b>Field Trips</b>	<b>13</b>
<b>Gifted and Talented</b>	<b>13</b>
<b>Homework, Make Up Work, Incomplete Work</b>	<b>13</b>
Homework: All Levels	13

Missing Work	14
Incomplete Work	14
<b>Lockers</b>	<b>14</b>
<b>Lost &amp; Found/Valuables at School</b>	<b>14</b>
<b>Parent Involvement, Engagement, and Volunteering</b>	<b>15</b>
<b>Pets on School Property</b>	<b>15</b>
<b>Physical Education</b>	<b>15</b>
<b>Safety Guidelines</b>	<b>15</b>
<b>School Closures and Emergencies</b>	<b>16</b>
<b>Social Emotional Programming</b>	<b>16</b>
Social Emotional Explicit Instruction	16
Gifted Education Best Practices	17
Social Emotional Learning (SEL) Team	17
<b>Student Support</b>	<b>17</b>
Support for All Students	17
Specialized Plans: 504/IEP	17
Student Planners	17
<b>Volunteering</b>	<b>17</b>
<b>Notice of Nondiscrimination</b>	<b>18</b>
<b>Information Available on District Website</b>	<b>19</b>

## Academic Programming

### Curriculum

- General Information Across All Curriculum:
  - At Hulstrom, we strongly believe every child should learn something new everyday. We work to determine students' levels of readiness across subjects, then integrate a variety of gifted education best practices, including, but not limited to, curriculum compacting, acceleration, the Depth and Complexity Framework, concept based teaching, questioning, and project based learning.
  - Through the expertise of our staff and leadership, all the curriculum at Hulstrom is unique to Hulstrom. It is founded in research based, best practices in response to the whole gifted child.
- English Language Arts (ELA - Reading and Writing):
  - Hulstrom elementary utilizes Benchmark Advance curriculum one year ahead in conjunction with gifted best practices through the Integrated Curriculum Model.
  - See the full elementary literacy framework [here](#).
  - Hulstrom middle school follows the standards progression as laid out by the Adams 12 choice curriculum of MyPerspectives, but is heavily supplemented to ensure all of our students are growing in their ELA knowledge and abilities on a daily basis.
  - See the full middle school literacy framework [here](#).
  - All ELA coursework is accelerated compared to coursework found in neighborhood schools.
- Math:
  - Elementary Teachers utilize Everyday Math 4 as a foundation for their instruction then supplement using a variety of enrichment strategies focused on depth and application to novel problems.
  - Middle School Teachers utilize Big Ideas as a foundation for their instruction then supplement using a variety of enrichment strategies focused on depth and application to novel problems.
  - For students taking high school 9th-12th grade coursework, Big Ideas Integrated serves as the foundation, which is the same curriculum used across Adams 12 Five Star School District's high schools. High school math classes do count for students' high school credits.
  - All math coursework is accelerated compared to coursework found in neighborhood schools.
- Science:
  - Hulstrom teachers follow the standards progression as laid out by the Adams 12 Units of Study while utilizing Mystery Science (elementary) and Discovery Science (middle school).
  - All science coursework is accelerated compared to coursework found in neighborhood schools.
- Social Studies:
  - Hulstrom teachers follow the standards progression as laid out by Adams 12 Units of Study while utilizing resources created by Teacher Created Resources (elementary) and Discovery Education (Social Studies).
  - All social studies coursework is accelerated compared to coursework found in neighborhood schools.
- Specials/Electives:
  - Elementary:
    - Students have specials 60 minutes a day.
    - Students rotate through Art, Music, P.E.
    - Classes follow a weekly rotation schedule for specials (Art, Music, P.E.). It is understood that some weeks may not have 5 days of school.
    - Classes follow a daily rotation schedule for Computer Science.
  - Middle School:
    - 6th graders begin the year experiencing all middle school electives, then have choice 2nd semester.

- 7th and 8th graders have complete choice in the electives.
- Electives change annually based on student interest but include specialized arts, choir, band, Spanish, and computer science.

### Gifted Education Best Practices

- At Hulstrom, we strongly believe giftedness is not something you do, it is who you are. Therefore, our implementation of best practices spans across academics, enrichment, and social emotional/affective needs.
- Teachers and staff are continually formally and informally assessing students' readiness in order to provide targeted, individualized instruction across all content areas. A variety of gifted education best practices are utilized, including, but not limited to, acceleration, curriculum compacting, specialized curriculum for gifted learners, Depth and Complexity Framework, concept based teaching, and project based teaching.
- For more on the gifted program at Hulstrom, please see our website [here](#).

### Grading & Reporting Student Progress

- Elementary:
  - Hulstrom elementary utilizes standards based grading. For more information, [see our website here](#).
  - All grading is standards-based, meaning a “4” exceeds the expectations of a given standard, a “3” meets the expectations of a given standard, a “2” is approaching the expectations of a standard, and a “1” is not meeting the expectations of a given standard.
  - Content grades are not based on behavior, but are based on students' performance trends over time.
  - Scholarly Habits are graded separately and communicate students' progress towards grade level expectations around behaviors and habits.
  - Students' progress can be monitored via Infinite Campus or your student's Google Classroom. We highly suggest you are checking Google Classroom with your student on a weekly basis.
  - If you have a concern, please first contact the teacher. If the concern is not resolved, contact the administration.
- Middle School:
  - The Hulstrom Middle School uses a standards referenced, but traditional grading scale of A, B, C, D, F rather than standards based grading to serve as a bridge between elementary and high school grading. Student learning, instruction, and assessment are still based on the learning standards for a particular academic area.
  - For more information, [see our website here](#).

### Attendance

- 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 (phone: 720-972-5418) may be called at any time to report an absence or tardy.
- As a school for advanced and gifted learners, a significant part of each student's education is derived from classroom participation, learning tasks, discussions, and relationships. Regular and punctual daily attendance at all grade levels, including kindergarten, is a critical factor in a student's ability to attain the maximum benefit and maintain similar growth as his or her peers within the class. The curriculum and instructional practices used across the contents in all grade levels is grounded in collaboration, communication, creativity, and critical thinking. This is to the benefit of the whole child and requires regular, punctual attendance as the students' learning cannot be replicated via worksheets or any other manner outside of the classroom environment.

## District Attendance Policies

- View the Adams 12 Five Star School District Student Attendance Policy [here](#).
- Elementary attendance is taken twice a day, first thing in the morning and directly following lunch.
- Middle school attendance is taken first thing every period.
- Refrain from long vacations and times away from school when able. If you are going to be gone for an extended period of time, please fill out the appropriate paperwork with the Secretary. Missed work due to vacations will be given to students after they return from vacation.
- Your child may be withdrawn from school if he or she misses 10 days in a row, excused or unexcused, unless direct communication is made with the Principal.
- Parents may excuse up to five (5) absences per semester without documentation, e.g., doctor's note. Beyond this, proper documentation must be provided for the absence to be excused. It is highly recommended parents turn in proper documentation to the Secretary whenever it is available.
- Students are considered habitually truant if they have four (4) unexcused absences in a month or ten (10) unexcused absences in a school year.
- Chronic Absenteeism is when a student has missed more than 10% of the days with excused and/or unexcused absences while enrolled in a public school during the school year. Chronically absent students and their families are subject to school and district attendance interventions.
- All students' attendance is automatically reported to the District and the Colorado Department of Education via Infinite Campus (IC).
- Tardies/Partial Absences:
  - Excessive tardies and partial absences negatively impact student growth and achievement and may result in school and district attendance interventions.
  - Elementary:
    - Tardy: Entering or departing a class within 60 minutes of the scheduled start or end time.
    - Partial Absence: Entering class more than 60 minutes late but before the midpoint of the attendance period (lunch). This also applies to students being in class beyond midpoint but departing more than 60 minutes early.
  - Middle School:
    - Tardy: Entering or departing a class within 10 minutes of the scheduled start or end time.
    - Partial Absence: Entering class more than 10 minutes late but before the midpoint of the attendance period. This also applies to students being in class beyond midpoint but departing more than 10 minutes early.
- Attendance Plans:
  - Plans are created for students who are habitually truant, have chronic absenteeism, or chronic tardies/partial absences.
  - If the plan is not adhered to, magnet enrollment can be terminated, and one of the following may be contacted:
    - Social Services (under 10 years old for possible educational neglect)
    - Adams County Court (over 10 years old)
    - District Hearing Office (in district family involvement)
- Students who have definite signs of colds, communicable illnesses, or other illnesses, eg. fever, should not be sent to school.
- If your child is diagnosed as having communicable infections, please notify the health aide as soon as possible. These include, but aren't limited to, COVID-19, strep, pink eye, measles, mumps, mono, chicken pox, head lice, and scabies. District policy, linked [here](#), will be followed in terms of notifying the school community regarding communicable infections and diseases.
- Students must be symptom free for 24 hours before returning to school.

## Before and After Care (BASE)

- BASE is housed at Hulstrom, but is separate from Hulstrom with the goal of providing before and after school care. The BASE Program serves elementary students beginning at 5 years of age and runs through elementary school.
- BASE is an extracurricular, optional, fee-based program. Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development. For more information about the District's BASE programs, please visit the following [link](#).
- Space is limited and there is often a list of families waiting for an opportunity to enroll in BASE.
- BASE is not run by Hulstrom staff. To reach out to BASE, email Hulstrom's BASE program at [0basehulstrom@adams12.org](mailto:0basehulstrom@adams12.org) and/or [visit their website here](#).
- The BASE program has very strict guidelines and policies they are required to follow per their licensure by the Colorado Department of Human Services.
- Students that are not registered with BASE may not be in an area that is licensed for BASE and BASE students are located i.e. playground, gym or library/tech lab. The playground is not considered to be open to the public until 6:00pm due to BASE. Please adhere to their requests/requirements.

## Behavior Expectations and Support

### STAR Behavior

- STAR behavior stands for safety, teamwork, attitude, and respect.
- As a Positive Behavior Intervention and Support School, STAR behavior is explicitly taught, practiced, and retaught as needed in all areas of the school. Students are taught to be responsible for their own conduct and decisions.
- Expectations, rewards, and disciplinary actions are developed for the purpose of allowing teachers to teach and students to learn in a positive, safe environment with as few interruptions as possible.
- When STAR behavior is not demonstrated, minor incidents are handled by teachers and staff. Ongoing issues or major discipline incidents are referred to Administration.
- Hulstrom staff believe all people make mistakes, so when our students make mistakes, we work with the students and parents as much as possible to ensure learning occurs and mistakes are not repeated.
- Hulstrom staff further believes all behavior occurs for a reason, and we work hard to understand the reason for the behavior to better understand and support students with dignity.
- [See District Policy 5000: Student Code of Conduct for more information](#).

### Restorative Practices

- The purposes of Restorative Practices are to build strong relationships and nurture a positive community through healthy, productive conflict resolution.
- When possible, Hulstrom staff work with students to learn from mistakes through understanding impact and repairing harm.
- Weekly Hulstrom Huddles, also called Connection Circles, are held once a week to promote relationships and build community.
- Peer mediations may be facilitated by a member of the Social Emotional Learning Team to resolve conflicts between students.
- Alternatives to traditional discipline (see next section for Board Policies) may be used to support student(s) in understanding the impacts of their choices and actions.

## District Discipline Policies

- Hulstrom K-8 follows all District Policies including, but not limited to, due process, safety threats, and discipline. See all Adams 12 Five Star School District Policies [here](#).

## 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.
- For storage of scooters and skateboards, contact Administration.
- Due to safety concerns, bicycle/scooter riding and skateboarding will be prohibited on school property.
- The school does not assume liability for bicycles, skateboards or scooters.

## Birthdays and Celebrations

- In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we encourage "Non-food birthday treats". Classroom teachers will share their non-food birthday celebration ideas with parents.
- If parents opt to send in food items for birthday treats, we encourage pre-packaged foods, as the list of ingredients is provided on the packaging and can be provided to students with allergies. Food birthday treats may also be sent home with students at the end of the day, so that parents can decide whether or not they want their child to eat the food birthday treat.

## Birthday Invitations

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

## Breakfast

- Breakfast will be free for all interested Hulstrom students beginning at 8:05am and ending at 8:30am. All breakfast will be eaten in the classrooms.

## Books, Materials, and Equipment

- All textbooks are provided by the school.
- Lost or damaged books, materials, and equipment must be paid for by the student before another book will be issued.
- If something lost 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.

## Cell Phones & Electronic Devices

- Student cell phones and other electronic devices must remain in student lockers and/or backpacks in the silent or off position during the school day unless specifically being used for an academic activity per teacher approval.
- Cell phones and other electronic devices out without teacher approval will result in the item being confiscated and turned over to Administration.
- Other electronic and/or gaming devices are not allowed in school, even during recess.
- For a first offense, the student may pick up the item at the end of the day.
- For a second offense, the Administration will notify the parent/guardian, who must pick up the item from the Main Office.

- The school is not responsible for any lost, stolen or destroyed PTDs on school property or at a school-sponsored activity away from campus. School administration, teachers, or staff will not investigate incidents.
- View the District Policy on Student Use of Cell Phones and Other Personal Technology Devices [here](#).

### Co-Curricular Activities and Middle School Sports (Outside of the School Day)

- In order to ensure a well-rounded education, the school offers a variety of after school enrichment activities for our students. It is proven that those students who participate in co-curricular activities have a better sense of belonging at school and perform at a higher level academically. Watch for information about co-curricular activities and intramural sports in school publications and on our website.

#### Elementary

- There are a variety of physical and intellectual after school enrichment for our students. Some are led by private companies, which require a payment, and some are led by Hulstrom staff.
- Course options and details are sent home via a student's Friday Folder or email.

#### Middle School

- Middle school enrichment is offered before school, during lunch, and after school, depending on the offering.
- Course options are communicated to students via Advisory and/or email.
- Middle School Sports
  - See [this website](#) for more information around the middle school sports program and opportunities.

### Communication

#### Communication From the School

- School and grade level information and updates will be emailed in one email to parents every Friday. This is an important email to read weekly. This will also provide links to teacher newsletters that are also continually updated.
- Please note the website and calendar for important information and dates. If you feel something is missing from the website, please reach out to Mrs. Hilfer.
- Join the [Hulstrom Facebook page](#) for updates, information, and celebrations.
- Elementary parents will receive Friday Folders every Friday including student work. The purpose is to allow parents to celebrate and have conversations about student progress with their child.
- Two formal parent teacher conferences are held during the school year. Make every attempt to attend at your scheduled conference time as the regular school day is not held during conferences. If families are unable to make their conference, the conference may not be able to be rescheduled.
- If staff recognizes that a student is "at risk" of not succeeding at Hulstrom for academic or behavioral reasons, parents will be asked to attend additional conferences and meetings to discuss areas of concern, create goals to address those areas in need, and progress monitor those goals over time.
- Student progress can be monitored through returned work, discussion with students and teachers, and monitoring of Infinite Campus (IC).

#### Communication To the School

- Staff can be contacted via email or by their phone extension. **Note:** During the instructional day, teachers' phones do not ring but go directly to voicemail. If there is a timely message for a student, call the front office. School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning.

- Staff will return messages via email or phone within 48 hours.
- Families may request meetings or conferences with staff, as needed.
- A great way to communicate with the school is to become involved in the school! There are a number of methods for everyone to become engaged which can be found on our website. If you have other ideas, please reach out to Dr. Urlik.

## Conflict Resolution

- When concerns or conflicts arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. **Please first contact your child's teacher early on when a situation arises.** Many conflicts are due to communication mishaps and misunderstandings. If the issue is not resolved, do not hesitate to contact Dr. Urlik.
- Hulstrom staff believes in gathering complete and accurate information about situations then working together to find a viable solution and pathway forward.
- Hulstrom staff believes we grow through feedback, both positive and constructive.
- Hulstrom staff believes the best environment for all is one free from harassment, intimidation, and retaliation. Harassment, intimidation, and retaliation will not occur against anyone in the community nor will these be tolerated towards staff.
  - If this type of behavior does occur and/or continues to occur, people can either be issued a warning or trespassed from all district property for a specific period of time.
- District Executive Directors are available to provide support in effective resolution of complaints, concerns, and grievances when families have exhausted all possible resolutions with the school.
- Students, families, and community members can be heard by the Board of Education when the internal school and district hearing/resolution procedures have been exhausted.

## Daily Schedule

### Arrival Procedures

- Kindergarten through 5th grade students will enter each morning through the main entrance.
- Middle school students will enter through the middle school doors.
- Hulstrom follows a staggered drop off time schedule, which is shared at the beginning of the year and is available on our website.
- Bell schedules will be shared with families and posted on our website.
- Parents are not able to enter the building unless they are scheduled to volunteer or have a meeting. Teachers provide the office with this list.
- If parents need to drop something off for a student, teacher, or class, please drop it off at the main office.
- Please help us keep our students safe:
  - There is no supervision prior to 8:05am each morning. Therefore, students should only be dropped off after 8:05am.
  - Remind your child to use sidewalks and crosswalks and use them yourself as a positive model for our school community.
  - 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 and families are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

### Departure Procedures

- Kindergarten students will be released from their kindergarten doors. Mrs. Sturgeon's class will be released from the West door by the Kindergarten classes.

- 1st and 2nd grade students will be released from the South door.
- 3rd-5th grade students will be released from the main entrance.
- Middle school students will be released from the middle school doors.
- Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds at the designated pick up location as follows:
  - Kindergarten and 1st grade: 3:30pm
  - 2nd-8th grade: 3:35pm
- Please note that the absolute latest to pick up students is ten minutes after designated departure times. After that time, students will be escorted to the front office and parents will be contacted.
- If you have a student riding a bus, please make sure you have communicated with Ms. Tracy prior to the first day of school.
- Students may only exit via their designated doors.
- Students in BASE or extracurricular activities must directly report to BASE or the extracurricular activities. Staff will pick up and assist primary aged students.
- Students taking a bus must line up at the appropriate sign and stay by the sign. Staff are present to assist and ensure safety.
  - Parents must communicate with the main office if their child is/isn't taking a specific bus.
- Parents are not able to enter the building unless they are scheduled to volunteer or have a meeting. Teachers provide the office with this list.
- Students and parents are not able to re-enter the building.
- Students remaining in the building after school must be under the immediate supervision of the staff member who is responsible for supervising them.

### Hug-and-Go Lane, Traffic, & Parking

- General Traffic Information:
  - 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 and red curbs. 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.
  - Stay off your cell phone for the safety of our students and community.
- Parking Options:
  - Park in neighborhood (not in front of driveways, fire hydrants, or cross walks)
  - Park in the parking lot (but then you will have to stay in the parking lot until 8:25am)
- Hug-and-Go Lane:
  - Have your child prepared to exit your car quickly
  - Exit through the passenger side, not driver's side
  - If traffic is stopped in the lane, your child should exit the car and walk up to the main entrance
  - If traffic is moving, stop at the final orange cone to let your child exit the car
  - Do not stop prior to last orange cone unless the car in front of you is stopped

### Inclement Weather

- When inclement weather occurs, school may be closed or have a delayed start. Please see more information regarding both of these options on the [district website](#).

- Adams 12 Five Star Schools' Communication Office will notify all major radio and television stations of school closures or you can call the District Information Number at #720-972-4000.
- Listen to a radio or television station, check the Hulstrom Facebook page, or check the Hulstrom website for up-to-date information. *Please do not call the school office as this ties up the phone lines.*
- If schools are released early, an announcement will be made at least one hour prior to early release.
- Indoor recess will be held if:
  - Snow, rain, sleet, or hail is falling.
  - Lightning is occurring.
  - The “feels like” temperature is 20 degrees or less.
  - Playground and blacktop conditions are poor or unsafe.
- During the colder months, students should be prepared with warm coats, mittens or gloves, head covering, and waterproof footwear. Please mark all items with your child's name.

### Late Drop Off/Early Pick Up

- Students dropped off late must enter through the main doors to get a pass.
- Students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If you would like to authorize other people to pick up student(s) during the school day, you must complete a Student Pick-Up Authorization form. All people are required to show identification and sign the student(s) out.

### Lunch and Recess

- All students are assigned a lunch number. Students may memorize this number, but all students receive a student ID on a lanyard to wear that also has this number.
- All interested Hulstrom students will receive a free lunch or can bring lunch from home. Milk and water is available for purchase for students who prefer to bring their own lunch. Snacks are available for all to purchase.
- [View the menus here.](#)
- If you would like to apply for free or reduced benefits, [see here for the application process and information.](#)
- If you have specific questions about lunch, contact the Kitchen Manager at #720-972-5413.
- [See the website for Lunch and Recess Times.](#)
- See “Inclement Weather” section under “Daily Schedule” for indoor recess information.
- Elementary classes have an additional extra recess built into their daily schedule.
- Middle school classes have an additional weekly recess.
- All classes have movement breaks throughout the day within the classroom.
- Eating Lunch with Your Student(s) - Parents are able to come eat lunch with their student(s); however, note there is very limited space within the cafeteria, and the space must first and foremost be used for students to eat lunch. This means you might end up standing next to your student if you decide to do this. Additionally, we need to ensure all people within the building when students are in session have been properly cleared. Therefore, the full volunteering process must be completed and an appointment must be made through Mrs. Tracy at least 24 hours ahead of time. We will be limiting the number of parents due to space (2-3 per grade level). Siblings are not able to attend when volunteering in any capacity, including during lunch.

### Middle School Bell Schedule

- [View the middle school bell schedule on our website here.](#)

## Snack Time

- Teachers will communicate appropriate snacks and designated snack times.
- The school does not allow gum as gum ends up in/on undesirable places.
- Students are encouraged to keep a water bottle with them and use the water bottle filling stations located throughout the school to stay hydrated.

## District Devices

- All students K-8 receive a chromebook from Adams 12 School District.
- See [this website](#) for more information around device care and expectations, tech support and digital privacy, and related policies.

## Dress Code

- [District Policy 5060](#) explains the district wide student dress code.
- Gym shoes must have non-marking soles and must be worn for PE classes.
- Shorts or leggings must be worn under skirts for elementary students.
- Flip flops and heels should not be worn to school for elementary students. Middle school students may wear flip flops and heels.

## Field Trips

- Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.
- Parents must sign a Student Field Trip Permission Form and pay all fees associated with said field trip for all field trips. Students without a permission form or students who do not pay for said field trip will not be allowed to accompany their class on the field trip. If there is a financial issue, please contact Dr. Urlik.

## Gifted and Talented

- Hulstrom staff believes giftedness is not what you do, it is who you are. Therefore, strong gifted programming addresses the whole child, including academic needs, social emotional/affective needs, and enrichment needs.
- Gifted education best practices are woven into everything we do at Hulstrom to ensure each student is seen for who they are.
- To find out more, visit our website [here](#).

## Homework, Make Up Work, Incomplete Work

### Homework: All Levels

- Hulstrom believes in a healthy school/home/life balance and works diligently to ensure homework is targeted and purposeful while allowing for students and families to enjoy one another, extra-curricular activities, and relaxation.
- Some grade levels may decide it is work that is not completed throughout the day. If this is the case, grade levels must agree for consistency and provide scaffolds as needed for the work to be completed independently at home.
- All students grades 2-6 will complete a daily planner to support executive functioning skills, such as organization and time management. This also serves as a communication tool between students, teachers, and families. For more information, view the “Student Planners” section in this handbook.
- Expected homework should fall into the following ranges:

- Primary
  - Kindergarten: reading and daily conversation
  - First Grade: reading and daily conversation
  - Second Grade: 5 minutes per night, reading, and daily conversation
- Intermediate
  - Third Grade: 10 minutes per night, reading, and daily conversation
  - Fourth Grade: 15 minutes per night, reading, and daily conversation
  - Fifth Grade: 20 minutes per night, reading, and daily conversation
- Middle School - Student dependent about 60 minutes
  - Daily math homework
  - Reading
  - Continuation of learning from classroom
- All homework times above are listed as averages. Please keep in mind that depending on children's speed, these times may vary. Parents have been asked to monitor and reach out to teachers to problem solve if the times are consistently higher for their child.

### Missing Work

- If students are absent, teachers will provide them with their missed work upon returning to school.
- As per District Policy, students will have the length of time they were absent plus one day to complete the work for full credit. For example, if they missed one day, they would have two days to complete the work. If they missed three days, they would have four days to complete the work.

### Incomplete Work

- It is critical students are utilizing their time appropriately during the day to meet the daily learning targets and success criteria. If the student is not utilizing their time appropriately, it may result in increased homework as they work to complete their classwork. Teachers and parents should be in communication if this is an issue.

### Lockers

- Lockers are school property and may be inspected by school officials without prior consent. The school is not responsible for lost or stolen items. Students will be assigned an individual hall locker. Students are responsible for items in their lockers and must not give their combination to other students. Students will lose locker privileges if:
  - They fix (jam) their locker so they do not need to use the combination to open it.
  - They use a locker not officially assigned to them
  - They damage their locker by applying stickers that will not come off, writing on or scratching the locker, etc.
  - They damage or interfere with someone else's locker.
  - They allow others to use their locker.

### Lost & Found/Valuables at School

- If your child misplaces an item, we encourage you to look in the lost and found by the main office. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.
- We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows

students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

### Parent Involvement, Engagement, and Volunteering

- At Hulstrom, we believe in a strong, collaborative, positive partnership between students, staff, and families. 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 PTA, etc. For more information, [visit our website](#) for volunteer training and opportunities to become involved and engaged in our school community.

### 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.

### Physical Education

- Students will be provided opportunities to engage in physical education (P.E.) classes.
- If a student is unable to participate in P.E., the student must present to the principal or principal's designee a statement from a licensed health care practitioner stating the reason for the student's inability to participate. A licensed health care practitioner means a physician (MD, DO), nurse practitioner or physician assistant who has prescriptive authority and is licensed to practice in Colorado.

### Safety Guidelines

- Our first priority as a school is the safety and well being of our students. [For full district procedures, see here.](#)
- All exterior doors are locked at all times. We have limited entry points during drop off. Elementary students all enter through the main doors. Middle school students enter through the middle school doors. Staff are positioned at both entrances to ensure students only may enter the building. Family members will not be permitted to enter the building during this time.
- Do not open or hold the door open for others during school hours or during school events, even if you know who they are. Anyone permitted to enter through doors have keys to do so. If not, they should go to the main entrance.
- In order to enter the building, you will need to press the intercom button located in the secured vestibule by the main office.
- Parents are not able to enter the building unless they have completed the volunteer process for the year AND are scheduled to volunteer or have a meeting. Teachers provide the office with this list. Please do not show up unscheduled or without a meeting due to safety concerns.
- All visitors must enter through the main entrance doors and check in at the office. Identification is required for all visitors entering the school or picking up a child.
- All visitors and volunteers must wear a RAPTOR badge for all staff to view at all times.
- Volunteers may only be in the building during their scheduled volunteer times and must stay in the area that is designated the volunteer areas required by the volunteer duties. Failure to do this may result in loss of volunteering privileges for a set amount of time or for the year.
- Volunteers may not visit their child or visit other staff while in the building unless it is deemed necessary by the volunteer duties.
- If a parent is volunteering, subbing, or meeting with staff after the bell has rung, they may not leave their students/children in the front office. For safety concerns, there is no one in the front office who can

keep an eye on students due to the fact that they are busy multitasking other end-of-day jobs to ensure student safety.

- If someone else is picking up your child from school during school hours, complete the following steps:
  - Fill out a Student Pick-Up Authorization from the front office.
  - Send a note and call the office to communicate the following information:
    - The name of the person authorized to pick up your child,
    - The reason they will be picking up your child (for attendance purposes),
    - The time he/she will be arriving to pick up your child, and
    - Whether the child will be returning to school that day.
  - Note: Identification will be required from the person authorized to pick up your child.
- In the event of a crisis, the Adams 12 Five Star School District's comprehensive [crisis plan](#) will be utilized.
  - Secure (the Perimeter) - Formally Lock Out:
    - The school has been alerted there is a threat in the neighborhood.
    - No one, even recognized people or staff, are allowed to enter or exit the school.
    - It is business as usual within the school.
  - Lock Down:
    - The school has been alerted there is a threat within the school.
    - All students, staff, and visitors will go to a safe place, preferably behind a locked door, turn the lights off, hide out of sight from any internal windows, sit on the floor, and wait for instructions from law enforcement or Administration.
  - Evacuate:
    - Students and staff are moved to a new or safe location due to a situation in or near the school building, eg. gas leak.
  - Shelter in Place:
    - Students and staff are instructed to take safe shelter due to a situation in or near the school.
  - Hold:
    - When the hallways need to be kept clear due to a situation inside or outside of the building. Students and staff are instructed to clear the halls and remain securely in a classroom until the situation is resolved. Behind doors it's business as usual, although students may remain in class longer than the dismissal bell.
- Drills are routinely conducted to ensure clarity and understanding for staff and students.
- Communication in the event of a crisis is critical. See [here](#) to learn more about how schools in Adams 12 Five Star School District communicate in a crisis.
- In any event where you have safety concerns for yourself or others, you can:
  - Contact Administration
  - Contact a member of the Social Emotional Learning Team
  - Contact a trusted adult
  - Submit a [Safe2Tell](#)

### School Closures and Emergencies

- For information on school closures due to weather, see "Inclement Weather" under "Daily Schedule".
- For information on emergency and crisis procedures, see "Safety Guidelines".

### Social Emotional Programming

#### Social Emotional Explicit Instruction

- Students are explicitly taught social emotional skills and strategies based on their grade level as well as in response to student needs.

- Students are taught these skills through the Social Emotional Learning Team, Administration, and staff.

### Gifted Education Best Practices

- At Hulstrom, we believe giftedness is who you are and that giftedness impacts the way individuals take in, view, and think about the world. Giftedness can also bring with it unique social emotional needs. These are woven into and addressed in everything we do at Hulstrom. For more, see [here](#).

### Social Emotional Learning (SEL) Team

- Hulstrom's SEL Team works with staff and Administration to support students in all manners. For more information and contact information, see [here](#).

## Student Support

### Support for All Students

- All children need support, and we have a variety of supports available at Hulstrom. For specific supports, contact your teacher, a member of the SEL team, or Administration.

### Specialized Plans: 504/IEP

- At Hulstrom, we see each student as an individual and understand some students need more support than others in specific areas while still focusing on their strengths. One possible consideration could be the student is twice exceptional. For more information, see [here](#).
- If you feel your student needs accommodations or specialized instruction provided through a specialized plan, such as an Individualized Education Plan or 504, in order to be successful, reach out to your teacher or Administration.

### Student Planners

- To support and build strong executive functioning skills, student planners are mandatory for 2nd-6th graders and are supplied by the school.
- Planners are also a form of communication between students, staff, and families.
- Students are explicitly taught how to use planners, and teachers will communicate expectations to parents.

## Volunteering

- Hulstrom has many parents, relatives, and community members who like to volunteer at our school. It is imperative that you welcome the volunteers and treat them with the utmost respect.
- Potential volunteers must reach out to Tracy Hilfer for the volunteer video.
- Process:
  - Watch the volunteer video.
  - Pass the quiz.
  - Work with Tracy to sign final paperwork on legal information, statements of understanding, and code of conduct then run their license through the RAPTOR system.
- It the role of each staff member to ensure volunteer expectations are adhered to:
  - General Expectations
    - Volunteer training must be current and active. Training must be completed each school year, and it is the volunteer's responsibility to ensure training is up to date. If it is not up to date, volunteers will not be able to participate due to safety.
    - Understand and follow expectations for students within the school.

- Staff members are the authority in the area and are responsible for student due process and any needed next steps. Please do not question a staff member in front of students or discipline students.
- Please find childcare for siblings or other children when volunteering.
- Ensure equitable support for all students - do not work only with 1-2 children unless directed by the staff.
- Refrain from “chatting” with teachers either in the classroom or in other areas of the school.
  - Do not seek out other staff members to have conversations with during your volunteer time. If you need to speak to a staff member about something, please make an appointment.
- Refrain from wandering through the school - stay in those areas designated by the volunteer position
- Phones must be turned to silent and out of sight. Refrain from having conversations on your phone in the hallway. We suggest you move to the foyer or to the front of the school outside of the main doors if a phone conversation is needed.
- Dress in school-appropriate attire
- If you have to use the restrooms, do not use the student bathrooms. Utilize the adult restrooms located in the main hallway by the library.
- Field Trip Expectations
  - Ensure you understand the purpose of the field trip and the expectations of Hulstrom staff and the venue
  - Be an active chaperone - refrain from chatting with other chaperones and ensure you are tracking and engaging with all the students in your group
  - Siblings or other students/children are not allowed to accompany chaperones on field trips
  - People not selected as a chaperone MAY NOT attend the field trip or meet the group at the venue
  - Chaperones may not ever administer any medications, prescription or over-the-counter, to students.
  - Chaperones may not ever provide or buy anything for students, including, but not limited to, food, drinks, gum, souvenirs, or extra activities.
  - All student sign out procedures must be followed if you are checking your student out for the remainder of the day upon returning from the field trip

## 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, if it rises to the level described in state law, is a prohibited 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 <https://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 (Sex-Based Discrimination and 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:  
 Michaela Bland  
 Adams 12 Five Star Schools  
 1500 E 128th Ave, Thornton, CO 80241  
 TitleIX-Nondiscrimination-Coordinator@adams12.org  
 (720) 972-4179

## 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 on the District’s [website](#).
- 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, 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