



# **THUNDER VISTA**

**Student & Parent Handbook**

**2018-2019**

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### **Academic Dishonesty (Cheating)**

All students are expected to demonstrate academic honesty in all classes at all times. Academic honesty is performing and producing your own work on your own knowledge, talents and efforts. Academic dishonesty, in any form, will not be tolerated at Thunder Vista and appropriate consequence will occur.

### **Arrival and Dismissal**

Students are allowed on school grounds beginning at 7:40am. Upon arrival, students should go to their designated classroom line location. Students will enter the building at the 7:53am

first bell. After the 8:00am tardy bell, all students must check in at the office and will receive a tardy pass.

At dismissal, all students will exit the building with their classroom teacher and go to their designated outside classroom line location. Please be sure your student knows your pickup routine and designated pickup location. Supervision for dismissal will end at 3:20pm, so please be prompt at pick up. If a student is not picked up, he/she will be brought to the office and the parent called. If your dismissal routine should change and you need to notify your child, please call the main office at least 10 minutes before the end of the day. The office will notify the student before they leave for the day. Please do not contact your student's teacher with these messages as they may not receive them in time to notify your student.

## **Attendance**

A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process. Please plan vacations, doctor's appointments and other non-emergency activities for days or times when students are not in school. Please refer to the [Adams 12 District Calendar](#) and our school calendar/website for non-school days.

All absences and late arrivals must be reported to the Thunder Vista Attendance Line. Please call our attendance line at 720-972-7399 before the start of the school day to report your student's absence or late arrival. Please do not email or call your student's teacher to report an absence.

For an absence to be excused, a telephone call or signed note from the custodial parent/legal guardian, medical practitioner(s), or other authorized official must be received by the office. All other absences will be considered unexcused. Any student arriving after the start of their class period or school day will be considered tardy. Tardies for middle school students to classes during the school day will be reported in Infinite Campus.

Excessive absences and tardiness, even if excused, may result in teachers and/or administration initiating a required conference with the parent and student to develop an attendance contract to address the concern. If school and/or District intervention efforts fail, sanctions for habitual truancy may include a referral to the Truancy Court of the 17th Judicial

District and / or a referral to a social service agency. Please refer to [District Policy 5020](#) to view the attendance policy in its entirety.

### **B.A.S.E.**

Thunder Vista provides on-site childcare for K-5 students attending Thunder Vista through the district's Before and After School Enrichment (B.A.S.E.) program. Morning B.A.S.E. is available from 6:30am-8:00am. After school B.A.S.E. is available from 3:10pm-6:00pm (M,T,R,F) and 1:40pm-6:00pm (W). For information about our B.A.S.E. program, including registration and fee details, please contact our B.A.S.E. Director, Sydney Delorey, at [Sydney.Delohery@adams12.org](mailto:Sydney.Delohery@adams12.org) or 720-364-0769.

### **Bicycles, Skateboards, Scooters**

When a child arrives at school with his/her bicycle, skateboard or scooter, he/she should walk it directly to the bike or skateboard racks located at the school and leave it there until they are ready to go home. For safety reasons, children are not permitted to ride their bicycles, skateboards or scooters on school grounds. We encourage all students to wear helmets whenever riding a bike, skateboard or scooter. The school expects all bicycle riders to refrain from riding over school lawns or private property. Children are expected to follow traffic rules applying to bicycle riders. Students should provide and use locks for their bikes/skateboards/scooters when at school. The District cannot and does not safeguard bicycles, skateboards, scooters and other items a student brings to school and leaves at the bike racks. Rollerblades and sneaker skates (heelys) are not to be brought to school, or used on school grounds. The school/District assumes no liability for bicycles, skateboards, scooters or other personal items brought to school.

### **Bullying and Harassment Policy**

Students can report bullying without his/her identity being known using the Safe2Tell link on our school website or calling 1-877-542-7233. [District Policy 5110](#) addresses the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying is considered any written or verbal expression, electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional distress. Bullying is prohibited and is grounds for disciplinary consequences.

Bullying that is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment. Harassment is specifically prohibited by [District Policy 8400](#) (Nondiscrimination).

All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and/or address bullying. Students who believe they have been victims of bullying should immediately report it to an administrator or teacher. Students who witness bullying should seek the help of a school employee when possible under the circumstances. School staff who witness bullying shall immediately act to stop the bullying, as prescribed by the District and building principal, and shall promptly report the bullying or harassment to the principal or principal's designee for appropriate action. School administrators shall ensure that reports of student bullying are promptly and thoroughly investigated and addressed.

### **Cell Phones, Smart Watches & Other Personal Electronics**

[District Policy 5030](#) states:

In academic settings (classroom, library, labs, etc.) such devices must be in the "off" or "silent" position and stored out of sight except as permitted by the teacher. Violations shall be addressed as follows:

All students are expected to keep cell phones/devices quiet and out of sight while at school. Fourth through eighth grade classroom teachers may also choose to use the "cell phone parking lot system" where students will place their cell phones/devices in the designated pockets in each of their classrooms.

**1st Offense:** The device shall be collected, secured and transferred to the designated and secure location in the classroom.

**2nd offense:** The device shall be collected, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian.

**3rd offense:** Third offense shall be considered disruptive behavior and defiance of authority, and may result in additional consequences as determined by administrator, teacher (and possibly parent). The device shall be collected, secured and transferred to the appropriate school administrator. The parent/guardian shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the device to school.

Additional electronic devices (such as iPads, iPods, smartwatches) can be used at teacher's discretion in a way that supports the educational environment. **Thunder Vista and its staff will not be held responsible for lost or stolen electronic devices or cell phones or the cost incurred as a result of using them.**

### **Child Abuse Reporting**

By law, any public or private school official or employee who has a reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agencies.

### **Clubs and After School Activities**

We are in the process of identifying what clubs and after-school activities we will offer. Once determined, information about these clubs and activities will be updated.

Attendance is taken for all before and after school clubs and activities. Students who participate in these activities are expected to be in attendance for all meetings and events. If a student was at school but will be absent from their activity, the student's parent must notify the main office and club sponsor prior to the activity. For safety and supervision reasons, it is important that students arrive and are pickup up promptly at prescribed times. Excessive absences may result in a student being removed from the club/activity.

### **Discipline**

It is the expectation of Thunder Vista students that their behavior be positive and appropriate. When it is not, consequences will be enforced in a fair and consistent manner. All school rules apply at any time a student is on District grounds and at all school-sponsored functions. Any infraction will result in disciplinary action. Please refer to the Adams 12 [Discipline Matrix](#).

### **Dress Code**

In order to promote a safe environment that focuses on education and minimizes distractions, students are expected to use good taste and judgment in their dress while at Thunder Vista.

Please refer to [District Policy 5060](#) for more information and specific details regarding the District Dress Code policy.

If your child comes to school in clothing that does not meet these guidelines, they will be sent to the office and allowed to call for a change of clothes. Students may be loaned more appropriate clothing and sent back to class until their appropriate clothing arrives.

Dress guidelines for special events or school-sponsored purposes, including, but not limited to, dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

### **Drugs, Alcohol and Tobacco**

Any suspected use, possession or distribution of alcohol, tobacco or controlled substances by students is strictly prohibited and will be dealt with in accordance with [District Policy 5040](#). In addition to school consequences, all violations of this nature will be reported to the SRO and/or local police.

### **Enrollment and Withdrawal of Students**

To enroll at Thunder Vista, please follow these instructions or contact our school's Registrar:

1. Confirm you reside in the Thunder Vista school boundaries by checking the [Adams 12 Boundary Locator](#).
2. Complete an Enrollment Packet for your family/student. If you are registering more than one student, you should complete a Student Packet for each additional student. These enrollment forms/packets are available on the [Adams 12 website](#) or at our school.
3. Bring your completed forms and the necessary documentation to our school. Documents required for registration include: Parent/Guardian Photo ID; Child's Birth Certificate; Proof of Residency; Immunization Records; and prior school records (if available).
4. Students will normally start attending class within 2 days of completed enrollment paperwork being submitted.



Age requirements for Preschool and Kindergarten can be found on the [Adams 12 website](#).

If you plan to withdraw your student from school, please contact our school Registrar at least one week prior to your student's last day so that appropriate paperwork, including a Withdrawal Form, can be completed. All fees must be paid and all books and materials must be returned.

### **Excused from Physical Education or Physical Activity Programs**

The physical education program and recess activities have many educational, healthful and social values. Therefore, the health service department recommends that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely participate in these programs. Parent excusal notes will be accepted for any minor injuries for a limited amount of time. Should this be the case, students will still be expected to participate in a modified capacity based on their limitations. Should this injury persist and continue to limit participation, a doctor's note will be required.

### **Field Trips**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed District permission form and payment of any applicable fees from a parent or guardian is required for all field trips and provides the school with the assurance that you know about the activity and what it will entail. We will not permit a student to participate in a student activity or field trip unless the district form and payment (if applicable) is returned to the school by the indicated date with the appropriate signature. Handwritten notes or phone calls cannot be accepted. Students will not be released to parents/guardians from the field trip site unless prior written documentation has been provided to and approved by a school administrator at least one week in advance of the activity. Teachers will determine the need for chaperones. Please understand that some field trips have limited space or certain guidelines which may affect your opportunity to chaperone. To provide the safest possible supervision, chaperones may not bring siblings on field trips.

### **Hall Passes**

When needing to leave the classroom during the school day, students will utilize the classroom sign out and sign in system along with the grade level hallway pass to be carried and visible.

## **Health, Illness and Immunizations**

Our Health Aid is available during school hours to help treat students who are ill or injured while at school. For questions and information about immunizations, Medication Authorizations, food allergies, or other health-related issues, please contact our Health Aid or visit the [District Health Services website](#).

All children entering Colorado elementary schools for the first time (Kindergarten and out-of-state transfers) must show proof of immunization, and must comply with the immunizations requirements at the particular grade level. Exceptions may be made for personal, medical or religious reasons.

Parents often have trouble knowing whether their child is too ill to go to school. [Guidelines](#) from the district website should help you decide.

## **Healthy Nutrition Practices**

For **classroom celebrations**, the use of non-food treats as rewards and incentives in the classroom is encouraged. Classroom celebrations (i.e. birthdays and holidays) involving food should have food that is prepared in a way that supports the school wide initiative of health and wellness. We encourage parents to send a non-edible “treats” for celebrations. Items may include fun pencils or erasers, a gift for the classroom, stickers, etc.

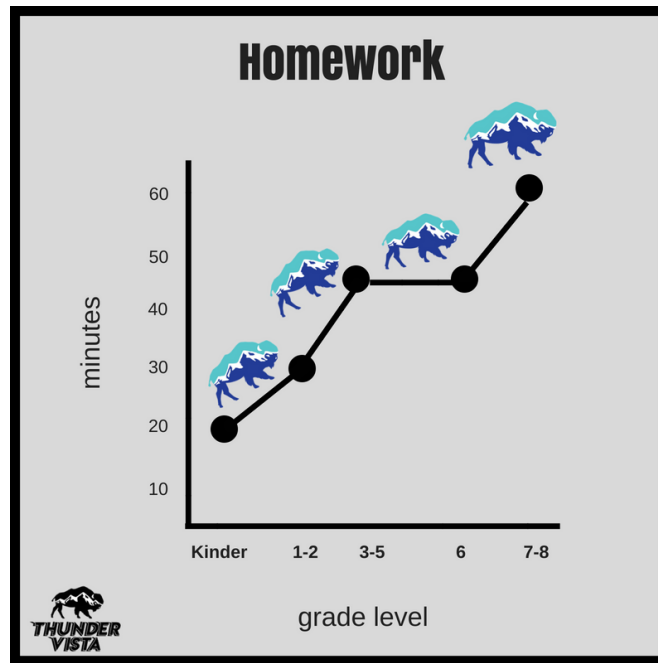
For **student snacks**, parent-provided healthy daily snacks are allowed; please check with your child's classroom teacher for specific classroom snack guidelines, including foods that may not be permitted due to students with food allergies.

Resources for healthy snack and celebration ideas, as well as fundraisers can be found on the Thunder Vista website in the ‘Thunder Vista Wellness Program’ page, under the ‘Family Resources’ tab (this page is currently under construction).

## **Homework Policy**

Grade Level Teams will have a purpose for giving homework. Possible purposes include practice, front loading, conversation, project management, investigation, and making

connections. Grade level teams will communicate the expected amount of homework. The amount of homework will consistently grow as students progress in grade (see graph below).



Parent communication of homework completion:

- K-6: tracked weekly through Class Dojo
- 7-8: reported weekly in IC, as a formative grade

## Library Media Center

The Thunder Vista library provides an organized collection of resources, as well as instruction in the use of these materials. Our goal is to integrate information literacy and technology into the curriculum to increase student achievement, to empower students and teachers to be effective and independent users of information, and to promote a love for reading and an appreciation of literature.

Students are welcome to use the Library Media Center for research purposes, computer work or quiet reading. Library expectations are that students should be at a working 0-1 voice level and be respectful of other students, staff and school property. The Library Media Center does not allow food, candy or beverages.

Student ID cards must be presented at the circulation desk to check out materials from the Thunder Vista library. 6th-8th graders are required to have their student ID with them to check out materials

K-1st students are allowed to check out one book at a time

2nd - 8th grade students are allowed to check out two books at a time

Materials may be renewed one time if they have not been requested by another student.

District library policy requires that all books that are 30 days overdue in the system be added as a fine to each student's account. When the books are returned, the fine is removed automatically. If a student has late books, no other materials can be checked out until overdue materials are returned. Overdue notices will be sent home regularly. If books become lost or damaged, students will be asked to pay the replacement cost for the items before checking out new items from the library.

Our library program is an integral part of each student's journey as a lifelong learner. For more information regarding the Thunder Vista Library and for helpful websites, visit the Library page on the Thunder Vista website.

## **Lockers**

Lockers are the property of the District. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students. Lockers are supplied to middle school students free of charge to store books, coats, backpacks/bags, school supplies, PE uniforms, and other school related items. Students are free to decorate their hallway lockers with appropriate pictures, mirrors, shelves, magnets, etc., as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. All pictures and posters hung in lockers must meet District standards. Students having troubles with lockers should report problems to the main office.

It is suggested that students do not keep valuable items in their lockers. Locker combination should not be shared and should remain private. Moving to another locker without permission of school administration is prohibited. Private locks are prohibited, unless approval is given by administration, and will be cut off the locker. The school is not responsible for items contained

in lockers. Items found in lockers not assigned to students or left at the end of the school year will be discarded.

## **Lost & Found**

All coats, backpacks, lunch boxes and other items your student brings to school should be clearly marked with their name for easy identification in the event of loss. Items that are lost or unclaimed will be kept in a convenient location, available to students to look through if they have lost something. Small items such as glasses, jewelry and watches will be kept in the office. At varying times during the school year, unclaimed articles will be prominently displayed and, if still unclaimed, given to worthy organizations.

## **Nutrition Services & School Lunches**

Adams 12 Five Star Schools Nutrition Services serves lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at <https://www.payforit.net>. Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost.

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current [menus](#), [meal prices](#), [free and reduced meal benefits](#), [special dietary needs](#), and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-7322.

## **Parent Communication**

You will receive communication from Thunder Vista in a variety of different ways. We will use School Messenger for all school-wide and district-wide information and messages. Thunder Vista teaching staff will communicate classroom based information primarily through Seesaw. Student work will also be posted in this digital tool. It can be thought of like a Friday Folder. Family-specific communication will be done through email from your student's teacher. All

teachers will use Class Dojo to track student behaviors. You will be able to monitor daily points through this app. It is important to keep your email addresses and other contact information up to date in Infinite Campus to ensure you are receiving all of this information.

If you would like to contact your student's teacher, it is recommended that you reach out to them through email. All staff can be contacted by email directly through our website. Although teachers have telephones located in their classrooms, they keep their ringers turned off during instructional time to prevent interruption. Teachers will check their email before and after school. You can expect to hear back from them within 48 hours. If you have a more urgent request, such as a message to your student, you should call the main office.

If you have a question or concern in regard to your child's classroom or teacher's policies, please start by contacting the classroom teacher or other other staff member directly involved in the situation. If after this discussion you still have concerns, please contact building administration.

### **Parent Teacher Organization**

Thunder Vista's parent-teacher organization is now formed with the purpose of supporting the education of our students by fostering relationships among schools, parents and teachers and encouraging parent involvement. This partnership also enhances our school's educational experience by supporting academic and enrichment activities by providing volunteer and financial support. The Thunder Vista PTO will meet regularly to plan and organize school activities as well as provide additional support to maximize the educational and community experience for all students. These meetings are open to all parents/guardians, students and staff of Thunder Vista. Regular meetings will be held every other month during the first Wednesday of the month. Please check the calendar on our school website for more details.

### **Parking Lot / Hug & Go Reminders**

All visitors to the school should use the Visitor Parking Lot located on the south side of the school near the main entrance. Entry into this parking lot is off of Preble Creek Parkway. There is no visitor parking allowed in the Staff Lot located on the northwest side of the school. In the event parking is not available in our Visitors Lot, you may be able to park on the surrounding streets. However, please be mindful of No Parking zones. Please watch for children in the parking lots and street, and be alert at crosswalks.

The student 'Hug and Go' Lane is located in our west parking lot. You will be guided forward through the driving lane to the left of the solid white line, in a single file line, to quickly allow students to exit the car from the passenger side only and then continue driving to allow for a smooth flow of traffic. Please have your children ready to exit the car so it does not delay this flow of traffic. Do not park or get out of your car while in the 'Hug and Go' Lane. The 'Hug and Go' Lane is designated for continuous traffic flow. When a vehicle pulls out, please pull forward to fill that space.

## **PE Dress Out Policy**

Students in grade 6th, 7th and 8th are required to dress out for Physical Education. One option for dress is to wear their purchased P.E. spirit pack (any combination of shirt and short is allowed). It is also acceptable to wear a plain blue, black, or grey athletic short and a plain grey, white, or blue colored t-shirt. All shorts worn must exceed the length of your fingertips when arms are extended to your side. Appropriate gym shoes must be worn. Students are required to use a loaner uniform if they forget their uniform. Refusal to use a loaner is considered a no dress and will affect the participation portion of their grade. There are no consequences for the use of a loaner, unless it exceeds three times per semester.

## **Pets**

We want to assure that all students, staff and families have a safe and healthy learning environment. To that end, we ask members of our school community to refrain from bringing pets anywhere on school grounds as they can pose health and safety concerns. Thank you for your cooperation.

## **Recess & Playground**

Because of the temperate Colorado climate, children will often spend recess outside. Children should be dressed appropriately for the season, and should wear warm clothing and boots during cold and wet weather. Students will go outside unless the wind chill temperature drops below 15 degrees fahrenheit or there is active heavy precipitation. Recess is considered part of the school curriculum, and it is expected that all students will participate. If your child has a temporary or chronic condition which would warrant his/her not participating in recess, please contact the health aide.

## **Safety: Fire/Tornado/LockOUT/LockDOWN**

Preparation is the key to effective response in case of an emergency. Drills help our staff and students respond quickly, calmly and safely to a number of situations. The goal of each of these drills is to prepare students and staff in the event they encounter these situations. Drills conducted at our school throughout year include:

- Fire drills - conducted each month
- Tornado drills - conducted twice a year
- LockDOWN drills, designed to familiarize students with how to respond to a potential threat inside the school - conducted twice a year - one announced in the Fall and one unannounced in the Spring

During an actual emergency situation, we want you to receive the most accurate communication and information. You can help accomplish this by ensuring your contact information in Infinite Campus is up to date. Parents can also opt-in to receive text message alerts sent by the district and schools. Opting in is a two-step process: 1) Make sure your cell phone number is listed in Infinite Campus in the cell phone field. 2) Then text YES to 67587.

## **School Closure or Delayed Start Notification**

In the event of inclement weather, Adams 12 Five Star Schools uses a variety of resources to determine if conditions exist that warrant a 2-hour delayed start or closure of schools. If conditions pose a concern for student and staff safety, the district will make every effort to announce a decision by 5:30 a.m. to close or delay opening schools. A 2-hour delayed start or closure will be communicated in several different ways, including:

- District's website
- Local media outlets
- Email and text message to parents:
  - Ensure your information is up-to-date in [Infinite Campus](#)
  - In order to receive text messages, you must opt in by texting "YES" to 68453
- District's hotline (720) 972-4000, then press 7
- Social media ([Facebook](#) - [Twitter](#))



In the event of an announced 2-hour delayed start, families should add two hours to the start of the school day, including morning BASE and school start times. School will end at its normal time. Afternoon BASE will not be adjusted.

- **School Hours for Delayed Start:** 10:00am-3:10pm
- **Early Release Day (Wednesday):** 2-hour delayed start protocol will not be utilized on Wednesday. School will either be closed or open.
- **Kindergarten only:** Half-day kindergarten will be canceled; Full-day kindergarten will start two hours after normal time.
- **Preschool:** Morning and afternoon preschool will be canceled districtwide.
- **Extracurricular activities:** Activities and field trips during the school day that require transportation will be canceled. After-school activities will be decided by the school.

### **School Counselor & School Psychologist**

At Thunder Vista, the **school counselor** implements a comprehensive school counseling program to support students. The school counselor collaborates with staff and parents to assist with students' academic, career and personal/social growth. This includes classroom guidance, prevention and intervention activities, individual and small group counseling. Parents and students are encouraged to access the school counselor when they have concerns or need support.

At Thunder Vista, the **school psychologist** will conduct psychoeducational assessments to determine special education eligibility and work with students who have counseling, social skill, or behavioral Individual Education Plan (IEP) specific goals. The school psychologist will also be available for general education behavior consultation and intervention recommendations. The school psychologist collaborates with staff, parents, and administration to assist with students' who exhibit social, emotional, and behavioral deficits. Referrals for the school psychologist are typically made through the MTSS team.

### **Standards Based Grading**

Standards-based education is teaching with the end in mind and ensuring that the District standards are the focal point of learning in every classroom. In a standards-based system, teachers report what students know and are able to do in relationship to the Colorado and District Standards in each content/subject area. (Adams 12 Five School District standards are based on those developed by the State of Colorado). Standards-based grading better isolates areas in which students are making progress and, more importantly, helps teachers and

students to target areas in which students need further support and assistance. Traditional grading systems that utilize the A, B, C, D, and F communicate or summarize a student's achievement in a subject. Standards-based grading sums up a student's level of achievement on individual, specific standards:

- does not meet the standard
- approaching the standard
- meets the standard
- advanced understanding of the standard

The purpose of standards-based grading is to raise student achievement by clearly communicating students' progress towards learning outcomes (standards) in a timely, accurate, fair, and specific manner. SBG accurately communicates student achievement to students, parents, and educators. There is a heightened "specificity" in standards-based grading that wasn't necessarily present in the "old" grading system. Thus, the grade a student receives represents a student's demonstrated level of learning in relationship to the specific standards and nothing else. Obviously, work habits do influence a student's ability to learn and achieve and therefore, they are not simply dismissed nor are they irrelevant in terms of the learning process. A student who does not have good work habits is not likely to learn the material as well as someone who does exhibit good work habits and, as a result, might show lower achievement on an assessment.

## **Student Behavior Supports**

### PBIS and Restorative Practices

At Thunder Vista P-8 we utilize the Positive Behavior & Intervention Support Program. PBIS is a program supported by the Colorado Department of Education and Adams County District 12 Schools to promote and maximize academic achievement and behavioral competence. It is a school-wide program that helps all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students excel in their learning. As part of the PBIS program, we have established several clear expectations in all areas of our school.

We will explicitly teach these expectations to the students and reward them frequently with positive praise, HERD tickets, and rewards. The expectations for all student behavior will be

clear and consistent throughout our building. You will be able to ask your student... “What are the expectations in your school?” “What happens when you demonstrate an expectation?”

We believe that by helping students practice good behavior we will build a school community where all students have an environment where they can succeed and grow. Your involvement in this program is imperative. Throughout the school year we will be sending home more information and tips about how you can support PBIS at home. Please contact the school if you have any questions, or need further information.

Please visit the PBIS website at [www.pbis.org](http://www.pbis.org).

Alongside our system of PBIS, we use a restorative approach to build our community. This means, adults are using consistent language in all areas of the school to teach kids about how to build relationships with their peers and solve problems as they arise.

Frequent “circle-ups” will occur in every classroom to build relationships. Sometimes, restorative practices are used in the classroom to solve problems as a whole or between a small group of students. Additionally, teachers will use restorative practices to help students reflect on behavior that needs to be redirected. Teachers will use the [Student Restorative Practices Reflection](#) to support student reflection. Occasionally, if students need more support in reflecting on their behavior and how to repair the relationship, administrators will get involved. At that point, the administration will facilitate a restorative conversation and communicate with families. Part of restorative practices is that the student who needs to repair the relationship creates a plan to do so. That means every situation will be different based on the plan the student is able to or willing to create. We are inspired to use restorative practices because of the quote from Frederick Douglass, “it is easier to build strong children than to repair broken [adults].”

## **Student Fees**

Students are assessed several different fees during the school year. Every student in the district will be assessed a textbook/instructional materials fee in the amount of \$45. Students also may be assessed an activity fee by the school for grade-level activities such as field trips, guest speakers, etc. This fee amount will vary based upon the activities each grade level participates in. Additionally, some courses & grade levels may require additional fees for

course planners, workbooks, etc. Payments can be made online, free of charge, through [PayForIt](#). Fees can also be paid at the office by cash, check or credit card.

Adams 12 Five Star Schools will generate a monthly consolidated bill that is emailed to all families on the 20<sup>th</sup> of each month. A hard copy of the bill will be mailed out in October and March. This consolidated bill will list all in-district students in the household on the same bill.

## **Student IDs**

All Middle School students are required to wear their school-issued ID on a lanyard around their neck and visible to school personnel at all times while on school property. Students who do not have their ID with them at school will be required to get a temporary ID from the office. After a student has received 3 temporary IDs, or if they have lost their ID, a replacement ID will be issued. The cost for this Replacement ID is \$5.00 and will be charged to the student's account.

## **Student Sign Out Before End of Day**

Please consider how leaving early impacts a student's attendance and class work as you make your plans. Students may only be signed out before the end of the school day by a parent or guardian listed in Infinite Campus unless the parent has given authorization (Student Pick-up Authorization Form) for another person to sign that student out. To sign a student out, you must provide a driver's license and sign the Student In/Out sheet at the front office. Students will be called down to the office at the time they are signed out. Students are not allowed to come down and wait in the office and we will not call students out of class until you arrive, so please plan accordingly. Parents and Volunteers visiting a classroom may not leave with their student before the end of the school day without signing them out at the office. If a student returns the same day, they will need to check in at the office and get signed back in. Student safety is the overriding concern for these policies and procedures, and there will be no exceptions.

## **Suicide Prevention**

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. [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.

As part of the middle school (but not limited to, based on individual student needs) counseling program and curriculum:

- 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 that will work with the student and help connect the student to appropriate local resources.
- Students will have access to national resources which they can contact for additional support, such as:
  - a. The National Suicide Prevention Lifeline – 1.800.273.8255(TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - b. The Trevor Lifeline – 1.866.488.7386 [www.thetrevorproject.org](http://www.thetrevorproject.org)
- 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 a more detailed review of District processes, please see the District's full suicide prevention guidelines document.

## **Toys at School**

We understand the desire for students to bring their favorite toys to play with during recess; however, we ask that their toys remain at home in order to avoid being lost or distracting during the school day. There may be special days and celebrations where a teacher will allow students to bring in a favorite game, stuffed animal, etc. At no time is it appropriate for students to bring in toy guns, toy knives, or any other kind of toy weapons. If students bring toys to use during BASE, the toys must be kept in a backpack and remain out of sight during

the school day. If children have toys out during the day, they will be collected by the teacher and returned to the student or to the child's parent at a later time.

### **Volunteers and School Visitors**

All visitors and volunteers are required to check-in at the front office with a valid Driver's License or government issued photo ID every time they enter the school. All visitors will have their ID scanned and receive a visitors badge. The visitors badge must be worn and visible at all times while in the building or on school property. All visitors and volunteers should check out at the office before leaving the building. All volunteers will be required to sign a confidentiality agreement with their student's teacher prior to volunteering at the school. If you are volunteering in your student's classroom, please refrain from bringing in younger siblings. We discourage unscheduled classroom visits due to the disruption that this may cause to the class and their learning environment. If you would like to volunteer or meet with your student's teacher, please contact the teacher to schedule a convenient time.

### **Adams 12 District Policies and Legal Notifications**

Please see the Adams 12 website for all [District Policies](#) and [Important Notices](#).



