



Parent & Student Handbook 2022-23

Board Approved 8/3/2022

ACKNOWLEDGEMENT PARENT AND STUDENT HANDBOOK

My signature indicates that I will read the handbook and commit to follow and support the rules and policies contained therein.

Initial

_____ I acknowledge that French American School of Denver is a closed campus school and adheres to a dress code.

_____ I also understand that when in violation of the dress code parent(s) may be notified and given the opportunity to bring the student clothing that meets the expectations of the dress code.

_____ I understand that my student needs to attend school as much as possible to be successful in a language immersion learning environment. I am committed to supporting my student in every way to achieve 90% attendance.

_____ I will read and adhere to the FASDenver Discipline policy.

_____ I will read and adhere to the FASDenver Grievance policy

_____ I will read and adhere to the FASDenver Media policy.

_____	_____	_____
Parent/Guardian Name	Signature	Date

_____	_____	_____
Parent/Guardian Name	Signature	Date

WELCOME

Welcome to French American School of Denver (FASDenver)! We are delighted that you have chosen to join our school community.

Our handbook is designed to help make your experience here successful, safe, and productive by communicating an understanding of our guidelines, policies, and procedures. It cannot cover every situation or question but should direct you through the most common situations. Our expectation is that everyone is responsible for knowing and adhering to its contents.

EQUAL EDUCATION OPPORTUNITY

FASDenver's policy is to provide an equal education opportunity for all students. We wish everyone to feel included and to know that we do not discriminate on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background. We do not limit admission based on French language proficiency and welcome students of all French and English proficiency levels.

MISSION AND VISION STATEMENT

Mission Statement

The French American School of Denver will be a premier bilingual educational institution that prepares students for success in local and international high schools and universities; inspires them to pursue personal and professional opportunities around the world; and encourages them to be lifelong learners and community leaders who can connect with others in one of the world's most widely spoken and influential languages.

Vision Statement

The French American School of Denver's mission is to develop bilingual, bi-literate learners through a French language immersion curriculum meeting the highest educational standards of the United States and France and delivered in a highly diverse learning environment that promotes critical thinking, creativity, and empathy.

Student Motto

We are respectful of ourselves, one another, and our community. We make the world better with our words, actions, and ideas.

GENERAL INFORMATION

The FASDenver Student & Parent Handbook is a flexible document. The FASDenver Board and Administration reserves the right to make changes as necessary throughout the year. Please check the school website for all updates.

PHONE NUMBERS

Main Line: 720-966-1380

Attendance Line: 720-966-1380

Attendance Online: fasdenver.org > Students & Families > Report an Absence

General Information Email: info@fasdenver.org

SCHOOL WEBSITE

The school's website is www.fasdenver.org. There you will find information on upcoming events, the current news and updates, breakfast and lunch menus, calendar, staff information, classroom websites, and other general information.

MODES OF COMMUNICATION

FASDenver families need to use three main modes of communication to remain informed about the school.

- Bloomz App: For newsletters, emergency notifications, general notifications, news from teachers, administration, PTO, room parents, calendar events, etc.
- Parent Portal on Infinite Campus: Used to sign up for SchoolChoice. The contact information in IC is used in the Bloomz app. Families are responsible for keeping this information current. Grades and attendance are accessible through Parent Portal.
- PikMyKid App: For arrival/departure notification for all students as they enter and leave the school campus. Only family members or their authorized participants can pick up a student.

SCHOOL HOURS

Full-day Kinder – 4th grade: 8:00 am – 3:15 pm Monday - Friday

Professional Development Days – School Office is open; no students in class.

MORNING ARRIVAL

Before school care opens at 7:00am. Our before school care program is run by FASDenver. For more information regarding fees and sign-up processes, please visit the Before and After Care section of our website. Before care students should not be dropped off before 7:00 am.

Main doors open at 7:45am. Students who dropped off before 7:45am will go to Before Care and families will pay for Before Care services.

Monday-Friday Morning Entry Procedures

7:00am Before Care opens. Before Care is a paid-service available to families.

7:45 - 8:00am Doors open. Students enter and report to their respective classes.
8:00 am Classes begin. Any student entering the building is tardy for class.
Parents/guardians are required to sign in their student at the Main Office.
Pledges and morning announcements are followed by Morning Meeting.

CLOSED CAMPUS

FASDenver is a CLOSED CAMPUS. Students are not permitted to leave campus. Parents must sign their student out in the Front Office to take them off campus during school hours. Students may not sign themselves out or leave campus except as provided for under the section "Procedures for Early Dismissals." Parents must be prepared to show proper identification when checking out their student.

VISITORS AND SECURITY

All visitors and parents must report to the main school office upon entering the building. FASDenver strives to provide a safe environment, and this is accomplished through the following ways:

- All parents and visitors must sign in at the main office when entering the school.
- All visitors and parents must leave their valid driver's license when checking in to the building, and they must wear an identifying badge while at the school. These identifying badges are provided by the Raptor system, a quick security check with the Colorado Bureau of Investigation for criminal offenders. Those not here on official business will be asked to leave the premises.
- For security reasons, parents will be notified if a student is absent, and the parent has not notified the school.
- Please enter an absence using the "Report an Absence" on the FASDenver website. If this is not possible, please email info@fasdenver.org and your child's teachers to notify the school of an absence.
- The school grounds will be monitored before and after school while students are arriving and departing.
- Siblings and preschool children are not allowed to accompany parents when they volunteer in the classroom unless they have special permission from the teacher.
- Children who are not FASDenver students are considered visitors and must always be accompanied by a parent or adult.
- Potential and current FASDenver parents are welcome to observe a class. (At times, visitation may not be possible due to COVID protocols.)
- Visitors who fail to abide by school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits. Law enforcement may also be contacted.

CARPOOLS AND TRANSPORTATION

Parents are responsible for transportation of students to and from the school. If you are interested in participating in carpooling, please contact the front office and contact with other families can be arranged following proper notifications of all families.

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations govern students who ride the FASDenver buses during field trips. Students will be responsible for knowing and following these rules.

On the bus:

1. Students must cooperate with the bus operator and follow directions the first time they are given.
2. Students must stay seated and face forward with their feet in front of them. They must display courtesy and respect for the driver and other passengers.
3. Students must keep the noise level down. Screaming or other loud distractions will not be permitted. Students must be silent at railroad crossings.

Consequences for misbehavior:

Discipline for misconduct on school buses is cumulative and progressive. A warning may be given for one type of inappropriate behavior, and a suspension from future field trips may be given for another type of misbehavior. Transportation staff or school administration may suspend riding privileges at any time, even after a first report, depending on the nature of the infraction.

Generally, the following procedures will be followed:

1. The bus operator will give a verbal warning to the misbehaving student(s). All verbal counseling will be documented in the discipline records and in the bus operator's logbook.
2. If misbehaving continues, the bus operator will issue a written warning to be sent home with the student and will take appropriate steps to contact the parents or guardians.
3. At the bus operator's discretion, the student may be issued a suspension from riding privileges for if the student continues to misbehave. The bus operator will take appropriate steps to contact the parents or guardians before the suspension.
4. Students who fail to respond to the above-described discipline may be suspended from bus riding privileges for a specified time period to be determined by school and transportation officials.

BUS TRANSPORTATION FROM FIELD TRIP AFTER SCHOOL DISMISSAL

Teachers will take attendance as children exit the bus. Teachers will release students to parents one-by-one until all students are dismissed. If any parent is not present within 15 minutes after arrival and all other children are released, the student will be

escorted to After Care for pickup by the parent. Parents assume all costs for After Care.

UNSAFE ITEMS

In accordance with Colorado Department of Education (CDE) regulations, items brought on board by students will be subject to review by the bus operator who will determine if such items would endanger the lives, health, or safety of the passengers and bus operators. Bus operators are authorized to refuse transportation of items they determine to be unsafe.

SCHOOL CLOSURES: WEATHER AND EMERGENCY

Should unplanned closures due to bad weather or emergencies require the closing of the FASDenver facility, notification will be made via the FASDenver website, and an alert via the Bloomz FASDenver communication/notification site. It is the responsibility of every family to ensure their phone number(s) and email addresses are up to date in the Infinite Campus Parent Portal. In all cases of bad weather, parents should exercise their own judgment whether to have their child in school. If the school is not delayed or closed, the administration will determine whether student tardiness or absence will be excused. Any determination by the administration which negatively affects a student may be appealed to the Head of School, and then to the FASDenver Board of Directors.

Given that FASDenver is in the Denver Public School District (DPS), if DPS is closed it is highly likely FASDenver will be closed as well. Because students come from all over the Greater Denver Metro area, FASDenver may close school even if DPS remains open. When school is cancelled, all after school and evening activities will be cancelled as well.

Notifications of school closures will be posted on Local News Channels 2, 4, 7, 9, and 31.

EARLY RELEASE/DELAYED STARTS

In the event of inclement weather, an emergency, or hazardous conditions which threaten the safety, health, or welfare of students and staff members, the Head of School or designee may delay the start of school or call for early release. Delayed starts will be two hours. Check the school website, local news channels listed above, and Facebook page for school closures/delayed starts or an early release.

BEFORE/AFTER SCHOOL CARE AND ENRICHMENT PROGRAMMING

FASDenver offers a before and after-school care and programming. There is an additional fee to participate in this program. For additional information on the program please refer to the "Before and After Care" section on the school website. Registration, ongoing communication and participation, and payment will be made directly to the French American School of Denver.

FASDenver staff also offers after school enrichment options and study hall. Parents may register their children for these opportunities through THE FASDenver website. The payment and registration are completed directly through the website. Any questions about programming should be directed to the FASDenver Main Office at 720-966-1380. Any organizations interested in offering clubs/activities to FASDenver students or parents should contact info@fasdenver.org.

AFTER SCHOOL PICK-UP

All students not involved in an after-school enrichment activity or After Care must be picked up within 15 minutes of dismissal time or by 3:30pm. Students not picked up by that time will be taken to After Care and parents will be charged the single-day rate. Please call the office if you have an emergency and cannot be on time to pick-up your child and we will be sure your child is taken to After Care. Siblings or carpool students may not be left in the care of brothers/sisters or other students involved in after school activities.

To make pickup and drop off efficient for everyone, please follow these guidelines:

- For the safety of all please refrain from cell phone usage while driving in the pickup and drop off lines.
- All drivers must be on the student's authorized pick-up list in order to pick up the student after school. This list is kept in PikMyKid and referenced by staff dispatchers at pickup. If you wish to update this list, please do so on the PikMyKid app. Students must stay with their teacher in the classroom until notified by the staff dispatcher through PikMyKid. Please make sure to check in with a staff dispatcher when you arrive to pick up your child.
- Please only allow your child(ren) (or any children you have been designated to pick up) to get into your car on the curbside.
- Please refrain from conferencing with teachers at pick-up time.
- Students are not allowed to run across the parking lot to get into cars that are parked in the lot if they have a younger sibling being picked up as well. You must drive through the pick-up lane or park and walk to the Main Entrance to pick up your child.
- If walking to the school, please cross the street at the designated cross walks so you and your children safely cross.

EMERGENCY DRILLS

Students must learn all emergency procedures and instructions given by the FASDenver staff. The school will conduct needed drills as mandated by Colorado State codes to ensure the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, and orderly. Full cooperation is necessary for the proper execution of these drills, and students are to remember their welfare is our sole purpose for practicing them. FASDenver is required to conduct the following drills:

- Fire Drill – safely evacuate the building
- Secure Perimeter – all exterior doors secure; classes continue as usual (this is the normal state of the school at all times)
- Shelter In-Place – all exterior doors and classroom/office doors secure; no one in the hallways, etc. but classes can continue

- Lockdown Drill – all exterior doors, classroom/office doors secure, all students and staff out of sight and completely quiet.

Parents will be notified in advance for any drills besides fire drills and tornado drills. In preparation of these other drills, parents will be advised of the training techniques employed with young children and how parents can support their student at home.

Parents: PLEASE DISCUSS WITH YOUR CHILD THE PROCEDURES HE/SHE SHOULD FOLLOW IN REGARD TO WHO WILL BE PICKING HIM/HER UP IN THE EVENT SCHOOL IS CLOSED EARLY.

STUDENT LIFE

CLASSROOM CONDUCT

Individual teachers handle all matters of classroom discipline. FASDenver implements positive behavior practices. If a child is repeatedly not meeting expectations, parents/guardians will be notified by the classroom teacher. Severe misconduct will be referred to the office, and parents and guardians will be notified. Student office referrals can result in an in-school suspension, out of school suspension, or expulsion depending on the nature of the conduct and the age of the student.

CAFETERIA CONDUCT

All students are expected to eat lunch onsite calmly and with manners. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure the cafeteria and other areas of the campus remain litter free. Glass containers are not allowed for safety.

COMMON AREA CONDUCT

All students are expected to follow agreements and expectations across all school areas: hallways, bathrooms, playground, and gym. All teachers and staff at FASDenver ensure students meet behavior expectations across all areas of the school. Please see the previous section on bus conduct for off campus and transportation expectations.

POSITIVE BEHAVIOR INCENTIVE SYSTEM (PBIS)

Research proves that a healthy, positive school culture is created when there is a Positive Behavior Incentive System (PBIS) in place. The students and the staff at the French American School of Denver collectively established the desired behaviors in various areas of the school that create a strong FASDenver community.

FOOD ALLERGIES

Parents are responsible to inform the office and their student's teachers of any food allergies their child might have.

GUM

Gum is not allowed

PLEDGE OF ALLEGIANCE

According to the Colorado Revised Statutes Title 22. Education §22-1-106:

“Each school district shall provide an opportunity each school day for willing students to recite the pledge of allegiance in public elementary and secondary educational institutions. Any person not wishing to participate in the recitation of the pledge of allegiance shall be exempt from reciting the pledge of allegiance and need not participate.”

Our practice at FASDenver is to have the opportunity to recite the pledge of allegiance for those students wanting to do so, and to allow any person (student, teacher, or other staff member) the ability to excuse themselves from recitation. No basis for objection needs to be stated.

US CONSTITUTION DAY – SEPTEMBER 17

The charter school movement is based on parental choice and options in the education of their children. Charter schools across the country, especially those schools who have received Charter School Program funding like FASDenver, create lessons teaching about the U.S. Constitution that are taught on September 17th.

ELECTRONICS

Cell phones, cameras, MP3 players, CD/DVD players, and video games for students in any form are not allowed at school or at school related events unless specifically authorized by staff for the school related event.

TOYS

Toys, game cards, or collectable cards are not allowed at school without specific teacher permission.

PERSONAL VALUABLES

School is not responsible for personal items especially valuable ones. Students are strongly encouraged to leave valuable items, including cash, at home.

PARENT-STAFF COMMUNICATION

It is FASDenver's expectation all specific inquiries from parents, either via email, phone or by Bloomz app, will be responded to within two to three business days. Urgent

matters relating to student health and safety are addressed immediately and within 24 hours.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice each year (fall and spring, see school calendar). Students are encouraged to attend these conferences. If a parent wishes a conference with a teacher or specialist at any time during the school year, the parent should not hesitate to contact the teacher or specialist to schedule an appointment.



FRENCH AMERICAN SCHOOL OF DENVER SCHOOL EXPECTATIONS

We respect ourselves, one another, and our community. We make the world better with our words, actions, and ideas

Level 0 = Silence. Level 1 = Whisper. Level 2 = Normal Conversation

	Classroom	Hallway			Assemblies	Arrival/Departure
Respect Be Respectful	Listen when others talk. Use materials appropriately. Follow instructions. Follow classroom rules.	Value school property. Listen to staff members.	Listen to the staff. Respect school property. No rough games.	Use Level "2" conversational voices. Stay seated until dismissed. No sharing food.	Keep bathrooms clean and graffiti free. Respect others' privacy. No electronic devices in the bathroom.	Support, encourage, and show appreciation respectfully. Use normal conversational voices - Level "2". Respect others' property and space. Listen to staff members.
Openness Be Safe	Use manners. Encourage others to do their best. Keep your materials organized.	Use a "0" volume level. Use walking feet.	Take turns. Use encouraging words. Go to supervisors for support.	Eat your own lunch. Use time wisely. Be prepared for lunch and recess. Go to supervisors for support.	Let a staff member know if something needs to be cleaned up. Use proper hygiene.	Show appreciation with applause. Go to your class designated area and stay in that area.
Community Pride Be Responsible	Clean up your workspace. Be prepared. Bring all materials. Be aware of your surroundings. You share your space.	Clean up after yourself. Stay in line. Stay with your group. Stay to the right side of the hallway.	Be inclusive. Line up in the appropriate place when the whistle blows. Clean up and return equipment. Stay to the right on the sidewalks.	Maintain a clean environment and throw all your garbage away. Invite someone who is sitting alone to sit at your table.	Pick up trash. Flush the toilet Use toilet paper, soap, and paper towels appropriately.	Be on time. Be prepared. Keep your backpack zipped and materials inside when outside.
Kindness Be Thoughtful	Value the opinions of others. Be kind to yourself and others. Follow instructions. Keep your hands, body, feet, and objects to yourself.	No hands on walls or lockers. Keep your hands, body, and feet to yourself.	Keep your body and objects to yourself. Play safe and respect boundaries.	Be patient and wait your turn. Stay in the lunchroom unless you have permission to leave.	Keep your hands, body, feet, and objects to yourself.	Listen and be attentive. Keep your hands, body, feet, and objects to yourself.

ASSESSMENTS

The school administers a variety of assessments to measure student learning and to improve curriculum and instruction; this includes assessments required by law. We strive to implement a balanced system that provides an understanding of how well the student and the school are achieving.

Common assessments include:

- Assessment for learning occurs during teaching and learning and focuses on ongoing improvement. Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are ongoing, so teachers can modify lessons to make sure students are learning. Students receive feedback on a regular basis about how well they are doing, where they are in their learning, and where they are going.
- Assessment of learning gathers information about how well students have mastered what they should know at their grade level. The CMAS (Colorado Measures of Academic Success) is given in Grades 3 and 4 once a year in April and is this kind of test. This state-mandated assessment program measures what students have already learned relevant to the Colorado Academic Standards and provides accountability to parents and the community. Students are also given universal screening assessments, which help to ensure students are on track and responding to instruction at an expected level which may include NWEA MAP (Measures of Academic Progress), STAR, and DIBELS (Dynamic Indicators Basic Early Literacy Skills).

BOOKS, MATERIALS, AND FINES/FEES

Students checking out textbooks or library books accept the responsibility for their care. The student must pay for lost, stolen, or damaged books. FASDenver will require the return of textbooks or library resources at the completion of any class or at the end of the school year.

Lost and replaced books: When students lose a textbook or library resource, it will be listed as lost and a fine added to our computer system. Students will be notified of the full replacement cost (plus 15% for shipping and handling). Once the fee is issued, students are responsible for the return of the book issued or payment of fees. A book turned in belonging to another student will be credited to the student to whom it was issued. Refunds will be given if lost books are found and returned within one calendar year and if the textbook is still in use.

The student must pay for school equipment damaged by them, whether or not the student was negligent. Equipment is defined as, but not limited to science, athletic equipment, music, art or computer equipment, books, desks, etc. Additional fees may include but are not limited to cafeteria fees, outstanding student fees or fines, and (non-sufficient funds) returned check fees.

VOLUNTEERING

Volunteers are an integral part of the French American School of Denver. We always appreciate any help from family, friends and community members who want to bring additional resources to the school. Research shows there are several benefits with parent and family involvement. When families are involved in their children's education, grades and test scores go up, children become more likely to pass and attend better schools after high school, and they tend to have fewer discipline problems. FASDenver provides a rich array of volunteer opportunities which address the educational needs of all students and support educational and school community needs. Community members are encouraged to volunteer and support learning to facilitate positive community involvement, partnership, and collaboration.

We understand your time is precious and valuable. We are happy with whatever amount of time you can contribute. Volunteering doesn't take a huge time commitment. As little as an hour or two a semester makes a big difference. Volunteer opportunities can include help during the school day in the classroom, at lunch/recess, or as a chaperone during field trips. Additionally, there are summertime projects, at home projects, and performing arts productions available.

All volunteers are required to complete a volunteer agreement prior to service. All volunteers during the school day must report to the main office, sign in, and receive their visitor badge, and then report to the classroom or area where they will be volunteering. All volunteers/chaperones (including but not limited to drama or music activities, field trips, or other events) must arrive at the school's front office during regular hours to complete the Raptor check prior to attending/chaperoning the event/activity. (An identifying badge is provided by the Raptor system for each volunteer, which is a result of a quick security check with the Colorado Bureau of Investigation for criminal offenders.) Volunteers and chaperones will also be subject to a background check. Volunteers should log their hours at the Main Office.

*Please note, siblings are not allowed to accompany parents in the classroom or on field trips.

STUDENT DRESS CODE

Dress codes encourage a harmonious student community and create an atmosphere that is focused on learning. The benefits of a student dress code with uniforms are:

- School uniforms promote a positive learning environment.
- Uniforms reduce distractions and judgements based on appearance.
- Uniforms are affordable and save families money.

FASDenver students are required to be in dress code during school hours, which includes specific clothing items of specific colors. On the playground and walking to and from the building any coat or jacket may be worn as necessary. Sweatshirts can be any brand and purchased at any store if they have no logos on them, and they match our colors, e.g., white, navy, gray, khaki, and burgundy. No hats or hoods can be worn indoors. If a child wears something that is found to be exceedingly distracting to others, s/he may be asked to kindly not wear the item in the future.

Uniforms can be purchased at any retailer (Target, Walmart, Old Navy, Land's End, etc.), if they are in our school colors (white, red, gray, khaki, and navy blue). All clothing must be plain without any brand names, insignia, manufacturers logos, pictures visible, etc. The approved uniform for all students is described below.

Shorts/Pants

Khaki or navy blue or gray

Pants must fit at the waist, no holes and may not be oversized or undersized. Shorts must be walking shorts, straight-legged and knee-length.

Allowed: Uniform pants, full-length pants, jogging pants, skinny pants, uniform shorts, walking shorts

Not Allowed: Baggy pants, bell bottoms, denim/jeans, capri, spandex, or sweatpants.

Leggings/tights may not be worn as pants.

Dresses, Skirts, Skorts (encouraged) and Jumpers

Khaki or navy blue or gray

Allowed: Polo dresses, skirts, skort at mid-length, and jumpers. Solid color leggings in school dress code may be worn under dresses, skirts, skorts and jumpers.

Not Allowed: Denim, rompers, corduroy.

Shirts

Burgundy, white, navy blue or gray

Allowed: Long or short sleeve shirts with a collar (polo shirts)

Not Allowed: Shirts without a collar including T-shirts and tanks.

Belts (optional)

Must be neutral colored, fit properly, and be worn through belt loops. Belts are encouraged in grades 2-5, but not required. D-ring belts can be a good option for younger children, as they can be easily loosened and tightened.

Shoes

Allowed: Athletic shoes, boots, sandals with straps on the heel. (Appropriate for the playground)

Not Allowed: Shoes with rollers or wheels or other distracting shoes.

Personal Grooming

Hair: Cleaned and neatly groomed.

Nails: Nail polish can be worn. Nail polish color should not be distracting.

Not Acceptable:

Clothing that exposes midsection

Visible undergarments

Clothing/Accessories/Personal belongings that feature alcohol, drug or gang references.

Hats or hoods of any kind are not worn in the classroom or during instructional times.

Warm Clothing/Outerwear in Classroom

Burgundy, navy blue, gray, khaki or white

Allowed: Fleece jackets, cardigans, sweaters, sweatshirts and vests (in school colors) may be worn over the uniform top in class.

Not Allowed: Heavy coats/jackets and raincoats are not to be worn in the classroom during the school day unless permitted by the Head of School for special circumstances.

Accessories

Allowed: Tights/leggings to the ankle, bows, headbands.

Not Allowed: Distracting accessories, excessive makeup

DRESS CODE ENFORCEMENT

All teachers and staff are required to enforce the dress code consistently and uniformly.

Teachers and staff may refer students who are habitually non-compliant with the dress code to the elementary office.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

1st Offense: warning

2nd Offense: warning

3rd Offense: warning

4th Offense: administration discretion

5th Offense: administration discretion

NON-SERVICE ANIMALS

Except for service animals, therapy animals, and classroom pets, no animals and pets are allowed on campus.

TOBACCO, FIREARMS, AND EXPLOSIVES

FASDenver does not allow tobacco, firearms, explosives, or any derivative thereof, to be on campus, in a school vehicle, parking lots, or sites leased by the school at any time.

REPORTING CHILD ABUSE

By state law, public school officials and employees are required to report child abuse and neglect, or circumstances or conditions that threaten the health and welfare of a child, to Social Services and/or to the local law enforcement agency. Such duty is triggered when a public school official or employee has a reasonable

cause to know or suspect a child has been subjected to abuse or neglect, or when the public school official or employee has observed, a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect.

STAFF RELATIONSHIPS WITH STUDENTS

The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to their capacity.

Staff members shall extend the same respect and courtesy to students which they as staff members have a right to receive in return. Any staff member who violates school policy regarding nondiscrimination, corporal punishment, sexual harassment, use of profanity, or other policies which protect students' rights to be free from intimidation, harassment, or physical harm, by engaging in conduct that directly or indirectly causes intimidation, harassment, or physical harm to a student, shall be subject to appropriate disciplinary action, up to and including termination. Staff members as well as students and others are expected to report any incident of intimidation, bullying, harassment, or physical harm of students to an administrator.

EDUCATIONAL PROGRAM

The information below includes brief information about key components of our Educational Program. For more details, please refer to our website.

LANGUAGE IMMERSION

The French American School of Denver utilizes a two-way immersion (TWI) model, a specific type of dual language education that allows students to learn a second language while continuing to develop their first language. While TWI programs vary in implementation, fidelity to the model includes the following characteristics: instruction in two languages, one language at a time, and peer-to-peer facilitated language sharing.

LANGUAGE ARTS

French Language Arts

Curriculum elements in French will align with the educational standards of the Ministry of Education in France and authentic materials will be brought in from Francophone countries to support student learning. Research shows that in addition to Integrated Content and Language Development and second language (subsequently referred to as L2), instruction in multiple subjects, there remains a need for formal L2 instruction to achieve native-like fluency and grammatical precision. FASDenver will use materials such as *Alpha-Jeunes: Trousse d'Evaluation de Lecture* ("Alpha-Youth: Kit for Reaching Evaluation") as reading resources in grades one and two. For literacy

building curricula, materials such as *Envol en Littérature* ("Literacy in Flight") for grades K-2 and *L'île aux Mots* ("The Island of Words") for grades 3-5.

English Language Arts

English Language Arts reading and writing curriculum is aligned to the Common Core State Standards, state priorities, and the mission and goals of the school. Curriculum materials include *Wit & Wisdom by Great Minds*, and other materials that speak to the varied cultures represented in the student body and the Francophone community.

MATHEMATICS

FASDenver will use [Singapore Math curriculum](#), which aligns with the Common Core State Standards for Mathematics and centers on problem-solving and a three-step learning process (concrete, pictorial and abstract), to help students master mathematical concepts and apply those concepts to complex math problems. Singapore Math emphasizes word problems, rather than repetitive math drills, and is used by many leading schools in the US and abroad. FASDenver intends to teach all of its math content in elementary school in French; it will use Singapore Math materials from *La Librairie des Écoles* (The School Bookstore). This will be supplemented with interactive online games developed by the French Ministry of Education and other entities including, "J'apprends les Maths! (I Learn Math!)", IXL.com, and <https://www.tablesdemultiplication.fr/contact/>, etc. that provide opportunities to incorporate technology and differentiated instruction into the math curriculum.

SOCIAL STUDIES

Social studies content will be based on the Colorado Department of Education Standards and will develop student knowledge and understanding of local and global communities, including those of the Francophone world. The curriculum will include United States history, Colorado history (grade 4), geography, civics, economics, and support the development of essential skills including critical thinking, information literacy and collaboration.

World Civilizations

World civilization education is an important hallmark of the French curriculum. Starting in first grade, students at FASDenver will learn about ancient civilizations, prehistory, African and Asian civilizations, the Middle Ages up to modern day. We believe that understanding world history and civilizations is essential to global citizenship. History of the Francophone diaspora will also be incorporated. This curriculum will be taught in French, and we will use textbooks in compliance with the French Ministry of Education.

SCIENCE

FASDenver uses the inquiry-based [Full Option Science System \(FOSS\)](#). FOSS is a research-based program designed for grades K-8, developed at the University of California, Berkeley. FOSS curriculum aligns well with FASDenver's use of technology and with the CDE's 2020 Educational Standards and Essential Skills Directive. FOSS Science Kits are used across Colorado and around the country. One of the hallmarks

of this program is its interactive site which provides students and their families with opportunities to participate in instructional games and interactive simulations. Each module includes tips on how to connect the concepts in the lesson with activities at home, providing parents additional ways to participate in their child's learning experience.

ART AND MUSIC

An exploration of visual arts and music is essential to the full development of a child and as such, these topics will be incorporated throughout the curriculum. To enhance our offerings, FASDenver has partnered with the Board and PTO on developing a Visiting Artist Program and with [Opera Colorado](#).

PHYSICAL EDUCATION

All students benefit from physical education, and FASDenver students will have PE twice a week. Please try to remember to have your child wear tennis shoes on PE days for comfort. Check with your child's teacher for the PE schedule. Exceptions to participating in the physical education class will be made for students with temporary or chronic illness which would be adversely affected by exercise or climatic conditions. If your child has a chronic illness for which an exception should be made, please provide written documentation from a licensed physician. It should also have been noted in the proper place on the registration form and/or yearly Health Inventory Form. Should a student require other accommodations, alternate physical education assignments can be arranged (i.e., written work).

MTSS Multi-Tiered System of Supports

FASDENVER implements a MTSS process. This is an evidence-based problem-solving process. FASDENVER sets benchmarks across all academic and behavioral areas, and these benchmarks are assessed on a regular basis. If students are falling below benchmark consistently and basic supports are not boosting the student's performance, then a child's MTSS team will be formed. This MTSS is different from student to student based on the student's needs, but often will include the parents/guardians, the student's teachers, the Head of School or designee, and possibly other specialists. This team may put an intervention plan in place to set goals and strategies to help the student reach benchmarks. Student support increases based on the student's need or response to the intervention(s).

ENGLISH LEARNERS

FASDenver will offer all students in its ELA program supports for all required content-based courses and additionally a 45-minute block ELD session each day. FASDenver's ELD program is based on the *National Geographic REACH* curriculum. The REACH curriculum was selected because it conducts lessons in small groups with students of similar grades and English language levels.

FRENCH LANGUAGE DEVELOPMENT: NEWCOMERS TO FRENCH

In France and across the Francophone world, students new to French are offered a Classe D'Accueil (Welcome Class). At the French American School of Denver, this class is referred to as French Language Development (FLD). The class provides supports for students so they can learn and master the basics for understanding spoken and written French, and also have the ability to write and speak in French.

After Grade 2, all incoming students to FASDenver will be evaluated for French language proficiency. FASDenver's enrollment packets will provide an opportunity for parents to request placement in the French Language Development Class (FLD) to accelerate the French language Development of their child(ren). Similar to ELD, students in FLD may be pulled out (or in) of a non-core class and given 45-minute French-language instruction with peers of similar language level. FASDenver will use the Alliance Française French Language Learner curriculum from Editions Didier, a program that has been used worldwide and has been shown to help learners achieve native-like fluency in French.

GIFTED AND TALENTED

FASDenver will identify students possessing high performing capabilities in specific academic, intellectual, leadership, creative and visual/performing arts talent areas. FASDenver will follow the guidelines set forth in the Exceptional Child Education Act (ECEA). We will support students achieving above grade-level so that they continue to be challenged and supported in the classroom.

To provide the best possible educational opportunities to gifted children, advocates a variety of best practices including enrichment in both French and English, differentiation, and guided independent study. Each instructional strategy is designed to promote the goal of developing students who are competent, creative, ethical healthy, productive, successful, thoughtful, and good citizens.

FASDenver uses a multiple criteria approach to determine which students may need gifted programming. A universal screening tool is provided to identify students to participate in further cognitive abilities testing. As well as a screening tool, a body of evidence is collected over time that includes, but is not limited to, cognitive testing, behavioral checklists, classroom performance, and achievement scores. Once a student has been identified, accommodations, goal setting, lunch social groups, individual projects, and other one-on-one check-ins with the student occur throughout the year.

SCHOOL GOVERNANCE

DENVER PUBLIC SCHOOLS – CHARTER AUTHORIZER

The French American School of Denver is a tuition free public charter school. As a charter school, its charter was authorized by Denver Public Schools. The Denver

Public School District provides guidance and oversight to school administration and the FASDenver Board and also provides the school with access to contract for some of the district resources. The FASDenver school administration and the Board of Directors continues to cultivate a professional working relationship with Denver Public Schools, its authorizer, to ensure the health and productivity of the school.

The Portfolio Management Team is directly responsible for the oversight of the French American School of Denver. They can be contacted at:

DPS Portfolio Management Team

1860 Lincoln Street, 12th Floor

Denver, CO 80203

720-423-3709

Portfolio@dpsk12.org

FASDENVER BOARD OF DIRECTORS

FASDENVER is a non-profit corporation established under Colorado law. It is governed by its Board of Directors. The Board of Directors is responsible for ensuring the school meets its legal and regulatory obligations while faithfully pursuing its mission. The Board of Directors employs, supervises, and provides policy-level guidance to the Head of School. The Board of Directors regularly meets every month and welcomes the public to observe its meetings and to provide comments and information. The schedule for the Board of Directors can be found on the school website. The Board can be contacted at board@fasdenver.org.

The Board of Directors is comprised of volunteers who are committed to advancing the mission of FASDenver. If you are interested in serving, please contact the Head of School or the Chair of the Board of Directors.

SCHOOL ADMINISTRATION

The Head of School is responsible for all operations and programming of the school and is responsible for relationships and communications with parents and the school community. The Head of School manages the academic program as well as the hiring and supervising of all staff, overseeing day-to-day operations, finances, and regulatory compliance. The Office Manager is the main contact for families and the public who wish to contact the school, attendance, obtaining school records, and other family and public needs.

GRIEVANCE PROCEDURE

GRIEVANCE POLICY

French American School of Denver (FASDenver) believes that, as adults, we must model healthy and respectful communication for our students. FASDenver is committed to promoting healthy

communication among students, parents, teachers, and administrators, and encourages FASDenver community members to express any concerns directly with the individual involved so that the school's focus can be kept on student learning. In the interest of promoting the efficient resolution of grievances, the procedures below set forth the process for resolving conflicts and settling differences. This process is designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. Most issues can be handled at the classroom level and should first be brought to the attention of the classroom teacher. In all cases, FASDenver and the grievant will agree to keep the details of the grievance confidential where possible.

1. Address Issue with Those Directly Involved

The grievant must first bring the concern to the attention of the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. If the grievant brings the concern directly to the attention of the Head of School without first attempting to address the issue at the lowest level, the teacher, for example, the Head of School may redirect the grievant to the appropriate level in the process. For those who have a grievance or complaint that is regarding discrimination or harassment, addressing the issue with the person directly involved is not required. If you feel that you have been harassed or discriminated against, please contact the Head of School, or if the Head of School is involved, contact the Title IX Coordinator. (Please refer to the FASDenver website for the most current listing of the Title IX Coordinator.) The time frames below may be adjusted if both parties agree to adjust this timeframe and communicate this adjustment in writing.

2. Address Issue with Head of School

If a satisfactory resolution is not reached at the lowest possible level, and where the complaint does not involve the Head of School, the concern should then be brought to the attention of the Head of School. The complaint shall be in writing and be brief. The complaint shall detail (i) the date of the incident (if applicable); (ii) the school staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far and when the others involved were addressed; and (v) the grievant's requested resolution.

The Head of School will schedule a phone call or an in-person meeting to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. Within a reasonable time from the date on which the written statement was received, the School Leader will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue. The School Leader will continue to monitor the issue until either a resolution or an impasse is reached. The School Leader may wish to bring in another member of the leadership team, i.e., the Title IX Coordinator, to serve as a mediator in the discussion.

3. Prepare a Written Grievance for the Board of Directors

In cases when the concern has not been addressed at Steps 1 and 2 to the satisfaction of the grievant, the grievant may file a formal written grievance to the

School's third-party human resource coordinator, Lori Deacon at Abstract Insights, Inc. Conversations are confidential. A report will be directed to the Board Chair. The written grievance must detail (i) the date of the incident (if applicable); (ii) the School staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far and when the issue was addressed with those involved and the Head of School; and (v) the grievant's requested resolution. The grievance may be filed in English or French or Spanish. If the grievant speaks another language, FASDenver will work within reason to support the grievant in their native language. Within 21 days from receipt, the Board Chair, or his/her designee, will review the written grievance and provide a written response to the grievant either determining that the grievance warrants full review by the Board or declining to review the written grievance. If the Board Chair, or his/her designee, determines that the grievance warrants full review by the Board, the Board shall review the grievance at its next regularly scheduled Board Meeting and, if possible, will issue a written decision to the grievant within 10 days of the meeting. If declining review, the Board's written response to the grievant will explain the reasons for the determination.

After review, if the Board determines an investigation into the grievance is warranted, the Board will begin investigation procedures. The investigation may be carried out by the Board or someone else appointed by the Board. Involved FASDenver employee(s) must cooperate fully and promptly in any investigation. While any member of the public is always welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper per CRS § 24-6-402.

FASDenver recognizes that some grievances may require a different process depending on the nature and severity of the complaint (e.g., a sexual harassment complaint, serious safety issue, discrimination complaint, etc.).

Additionally, FASDenver will involve its attorney, its authorizer, Denver Public Schools, and/or the Colorado League of Charter Schools for support when the grievance is determined to be significant and/or require additional counsel.

ACCEPTANCE OF GIFTS

All employees of the French American School of Denver are considered "public employees" for purposes of Article XXIX of the Colorado Constitution (the "Ethics in Government Act"). As such, all employees of the French American School of Denver are generally prohibited from accepting or soliciting any gifts worth more than \$50 during a calendar year, unless the donor of the gift is a relative or close personal friend. This includes, but is not limited to gifts of money, goods, food, entertainment, or services -- directly or indirectly that are being provided by individuals, schools, or companies serving as vendors or potential vendors for the school. Gifts to French American School of Denver are not covered by these restrictions. If you have any

questions regarding the permissibility of a gift, please contact the Head of Schools.

ENROLLMENT AND STUDENT REGISTRATION

ENROLLMENT ELIGIBILITY

French American School of Denver is a Public Charter School of choice and is open free of charge to any child who resides in the state of Colorado, meets minimum age requirements set forth by state law and school policy, and has not been expelled from a school in the preceding 12 months. Kindergarten students must meet a minimum age of 5 years by October 1 of the school year in which they will enroll. Students are eligible for first grade if they are a minimum age of 6 years by October 11 of the school year in which they will enroll. FASDenver may approve enrollment of students eligible for Early Access in accordance with state law. Please see FASDenver Early Access Policy for more information. Full-day kindergarten is state funded and free of charge.

SELECTION PROCESS

The FASDenver enrollment process does not discriminate against any eligible students. Prospective students enroll through the Denver Public Schools' SchoolChoice website, dps.schoolmint.net/signin. DPS implemented a unified one-application, one-deadline system to simplify enrollment for families and ensure equitable access to quality schools. DPS is one of the only districts in the country in which all schools participate. Through the SchoolChoice website, DPS maintains the Wait List for all schools, maintaining a consistent, equitable approach to enrollment for all schools, both public and charter schools.

WAITLISTS

Students not able to be accepted due to the school reaching capacity at that grade level will be placed on a waitlist based on DPS enrollment policy for SchoolChoice. Available seats will be offered to the prospective students at the top of the waitlist. Upon notification of admittance, families will have twenty-four hours upon online notification to accept the position. FASDenver will attempt to contact the family for one full business day prior to sending the acceptance.

FASDenver will monitor and maintain four waitlists: staff/founding family, sibling, enrollment, and future Kindergarten. Waitlists do not reset each year, but to remain on the waitlist year to year the parent must submit a new SchoolChoice enrollment during open enrollment each academic year.

WITHDRAW POLICY

Students withdrawing from the school will be asked to complete the withdrawal paperwork which includes a parent survey/questionnaire regarding reasons for withdrawal from the school, the contact information for the new school, and a

release form so that FASDenver can send any pertinent academic records and all legally required documents to the new school.

TRANSFER POLICY

Parents of students transferring to FASDenver after the start of the academic year will submit/sign transfer paperwork and be encouraged to meet with their child's new teacher and/or the principal before or within the first week the child begins school where possible. Teachers will offer to meet with transfer parents within one week of the time they are informed by the office of a new transfer student being assigned to their class. These orientation meetings are important for building a relationship with the new parents/student, educating the parents about the nature of the program, and informing the teacher about the students' level and academic/social progress so that they can begin with high-quality, differentiated instruction from the first day the child enters the school. This meeting is encouraged but is optional and will not be a barrier to enrollment. FASDenver will request academic records from the student's previous school.

FINANCIAL SUPPORT

FASDenver wants to ensure all students accepted via the lottery who want to attend FASDenver, can attend FASDenver. We want to remove any barriers for families that may prevent children from attending after they are accepted and enrolled. Many potential barriers may be financial: uniform costs, food insecurity, or other. Please contact the French American School of Denver at info@fasdenver.org to set up a confidential meeting with the Head of School to obtain the support needed for your child.

SPECIAL EDUCATION

Parents of students accepted to FASDenver who have a current Individual Education Plan (IEP) should consult with the FASDenver administration to determine the accommodations needed to ensure FASDenver's program meets the student's needs. It is the parent's responsibility to ensure that all current IEP documents are provided to the French American School of Denver to ensure proper support for the student. For educational programming details please see the educational program section above.

STUDENT RECORDS

A child's permanent record may be viewed by a parent/guardian request. Please give the school at least a one (1) day notice so the record can be pulled. The record will be viewed in the presence of the Administrative Assistant, Head of School, or other appropriate staff members.

Parents and eligible students over 18 years of age have certain rights to the student's education record under federal law called Family Education Rights and Privacy Act (FERPA). These rights include the right to:

- Inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Request revisions of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes such disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the school or district to comply with the requirements of FERPA.

STUDENT SCHOOL RECORDS

Generally, student school records, or education records, are documents, files, records, and other materials maintained by a school which contain information relating to a student, including special education records. Student school records do not include the personal notes or records of school personnel that are in the sole possession of the author and are not revealed to anyone other than a substitute; or information obtained about a student after he/she is no longer a student.

Challenging Records

Parents and eligible students (over age 18) have the right to inspect and review their records, and/or to request that the school correct inaccurate or misleading records; and to control the release of the record without consent except as provided by law and school policy. If a parent or eligible student believes that the student's school records, including disciplinary records, contain inaccurate information, are misleading, or are otherwise in violation of the privacy rights, the party may submit a written request for the record to be changed to the Head of School.

Release of Directory Information

The School may disclose "directory information" which includes: student's name, parents' names, student's grade, student's date and place of birth. Parents and eligible students may refuse to have any or all these types of information released without written consent. Such refusal may be indicated by written statement sent by October 1 of the school year to the FASDenver Office Manager. Such statement should include student's name, birth date, addresses, and grade level.

Attaining Records

School offices may be closed certain days/hours during the summer. Parents or eligible students needing copies of records should request information prior to the end of the school year when possible.

WITHDRAWING FROM FASDENVER

On the student's last day at FASDenver, the parent/guardian MUST go to the front office to complete the withdrawal form. Parents/guardians are not allowed to clean out student's classroom area during instructional hours (8:00am-3:15pm). This is to avoid any disruptions to the learning environment. The parent/guardian must

complete the top section of the withdrawal form which includes the reason for withdrawal and the name of the school to which the student is transferring. If this form is not filled out, the student will not be withdrawn and will be counted as absent until received. If we do not receive a Records Request or a Confirmation of Enrollment from the next school, your student will be coded to the state as a drop-out.

When completing the withdrawal form, parents will need to work with the FASDenver Office Manager and obtain signatures from the departments listed below indicating that all materials have been returned and any outstanding balances have been paid:

- Library/Curriculum
- Cafeteria – Denver Public Schools
- Bookkeeper/Finance—Office Manager

MEDIA POLICY AND "OPT-OUT" FORM

There may be times during the school year when different media groups (newspapers, television, university, school production class, school public relations, etc.) will cover activities at FASDenver with articles, video, or still-photography that may be published. In addition, FASDenver may want to include school-oriented articles, video, or photography on our own website and social media pages.

If parents DO NOT want their child(ren) to be photographed or videotaped for news media or school publicity purposes, please complete the "opt-out media request" as part of the SchoolChoice enrollment. FASDenver will make every reasonable effort to identify the primary subjects in photographs and to not publish photos containing students on the opt-out list. This policy relates to classroom activities or school events that are not already open to the public. Events and activities which are open to the public are not covered by this "opt-out" option.

STUDENT ATTENDANCE

FASDenver values the time spent in the classroom engaging in learning experiences. To fully benefit from classroom instruction, regular attendance (90%) is critical to a full and complete educational experience. Any absence impairs the student's ability to fully learn the content presented in the classroom.

ATTENDANCE

Colorado law (§ 22-33-104 C.R.S.) regarding compulsory attendance requires students to attend school from the age of 6 until their 17th birthday. Please be aware that the school partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes "habitual truancy," defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period.

PARENT/GUARDIAN NOTIFICATION OF ABSENCES

Parents/guardians must notify the Front Office if their student will be absent for any reason within 24 hours of the absence. Please call 720-966-1380 to leave a message 24-hours a day or complete the Report an Absence form on the FASDenver website. Failure to notify the school of an absence within 24 hours will result in it being an unexcused absence.

The Office Manager takes many steps to notify parents of absences. The most common form is a phone call. We encourage parents to use their cell phones (if possible) as the primary contact number for these messages. A letter may be sent via mail if a student has multiple absences. Please contact the student's teacher on his/her plan to complete any missed assignments.

Exempt Absences:

- School activity (field trip, school athletic participation, etc.)
- Court mandated appointments or appearances
- Suspensions (in school or out of school)

Excused Absences (with proper documentation upon request):

- A student who is temporarily ill or injured (including medical appointments)
- A student whose absence is approved by the administration
- A student who is absent for an extended period due to physical, mental, or emotional disability

Unexcused Absences:

- Any absence not listed in the above Exempt or Excused Absences categories
- Unexcused absences may be dealt with as a disciplinary issue

EXCESSIVE ABSENCES

Student attendance is essential for FASDenver staff and students to reach our school's goals and strive for our mission. Attendance is monitored closely through our MTSS process. It is imperative that parents/guardians immediately communicate absences with the school before each absence, and any extenuating circumstances should be shared with FASDenver administration. Extenuating circumstances include, but are not limited to, a hospitalization, a death in the family, a family emergency, a serious family illness, or a religious obligation.

If at any point attendance is causing concern for the child's safety or negatively impacting the child's ability to learn and/or reach behavior expectations, an attendance intervention meeting will be scheduled. This meeting will include the child's parents/guardians, the child's teachers, the Head of School, and may include the Student Services Specialist or others as applicable. This group of individuals is called the child's MTSS team, and this team may decide to create an attendance intervention plan for the child. As part of this process and plan, this team will consider

extenuating circumstances, student academic and behavior information, student health and needs, teacher recommendations, and other pertinent information. Retention may be considered as part of this plan, which means the student may not be able to promote to the next grade level and will repeat the current grade level.

An attendance intervention meeting will automatically be considered for any student who misses ten (10) or more absences in any attendance period, excused or unexcused unless there are clear extenuating circumstances communicated to FASDenver teachers or administration at the time of the absence(s). The decisions reached as part of the child's MTSS team attendance intervention plan is considered final.

HABITUALLY TRUANT STUDENTS

According to the Colorado Law, students will be considered habitually truant when they have reached four (4) unexcused absences in one month or ten (10) unexcused absences in one school year. To this provision, four individual unexcused instructional periods will equal one (1) unexcused school day. As detailed above, if at any point attendance is causing concern for the child's safety or negatively impacting the child's ability to learn and/or reach behavior expectations, an attendance intervention meeting will be scheduled.

Habitually truant students may be referred by the child's MTSS team to the appropriate Judicial District Juvenile Court to enforce compulsory attendance under the same state law (C.R.S. 22-33-101, et. seq.).

MISSED ASSIGNMENTS AND MAKE-UP WORK

When a child has an excused absence from class(es), he/she is given two (2) school days for each day absent in which to make up work. Students and parents must make arrangements with their teachers to make up assignments and tests. When a student has missed work due to an unexcused absence, make up assignments and/or tests are at the discretion of the teacher(s).

When students suffer a serious illness causing them to be absent more than five (5) consecutive days, additional communication should be made with FASDenver administration. Communication with teachers and administrators must be maintained during this time or the student risks failing grades, retention, or withdrawal.

Suspended students are responsible for making up work missed on the day(s) of the suspension. If students receive work to be completed during their suspension, they must submit their work to their teachers the day they return to school to get full credit for their work. If students receive missed work the day they return from their suspension, they will be allowed one (1) additional day to complete the work. If they

missed an assessment during the suspension, they will be required to take the assessment the first day back from the suspension.

TARDIES AND OTHER LATE ARRIVALS

The act of arriving late to class (tardy*) is detrimental to the educational process. It is important that all students be in their classroom at the beginning of class at 8:00 am. Students who are tardy do not receive a proper presentation of the entire lesson prepared. Students' late arrivals are a disruption for the late student and for all other students. In addition, repeated tardiness is disrespectful for the educational process and the teacher. Tardiness becomes an academic and behavior problem when students are habitually late regardless of whether it is the fault of the child or the parent. As discussed under the attendance policy, if at any point attendance, including tardiness, is causing concern for the child's safety, or negatively impacting the child's ability to learn and/or reach behavior expectations, an attendance intervention meeting will be scheduled.

*Students arriving after 8:00am must get a late pass from the Front Office. Students who arrive after 8:20am will be marked as either an excused or unexcused partial absence. Four (4) partial absences will be considered the same as one (1) full absence.

Being late to school during occasions of inclement weather and other unforeseen events will be handled at the discretion of school administration. School administration holds final discretion regarding all tardy procedures.

PROCEDURES FOR EARLY DISMISSALS

Parents/legal guardians are responsible for transportation of students to and from the school. Notice: Without prior authorization from a parent/legal guardian, students will not be released early during the day to anyone other than the parent or legal guardian. By default, a parent/legal guardian who resides with the student and a parent who resides at another address will be allowed to pick up the student.

Parents/legal guardians must be physically present to sign out their child(ren) and show proper identification to any school personnel. * Office staff will retrieve the student from class when the parent/legal guardian arrives. Please plan enough time for student check out. In all cases, students will not be released without prior parent/legal guardian contact and approval.

In our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian, you must contact the Front Office in writing via email or hand-written note to allow other individuals (including but not limited to stepparents, older siblings, and grandparents) to pick up the child(ren) prior to the child(ren) being released. ** If we have not heard from you in advance, we will attempt to contact you. If we are

unable to contact you, the child will not be released and will remain at the school until the end of the day. If you would like to authorize other people to pick up your child(ren), please request a Student Pick-Up Authorization form for each student, fill it out, and return it to the school.

School personnel may excuse a student before the end of the school day upon request of the parent or legal guardian for reasons which include, but are not limited to, the following: doctor appointments, home crises, or other extenuating circumstances. If a parent or guardian picks their student up before the end of the day more than four (4) times for any reason, the student may receive a partial absence on the fifth (5th) early pick up. FASDenver Administration reserves final discretion on all decisions regarding early student dismissals.

DISCIPLINE POLICY

FASDenver students should have the opportunity to develop their skills, knowledge, and competencies in a nurturing and accountable school setting. Students should receive effective and engaging teaching, with differentiated curriculum, instruction, and assessment designed to address the needs of our diverse learners. Students have a right to attend schools that are safe and free from unnecessary disruption. The board believes that proper student conduct, reinforced by effective discipline program, is essential to create and maintain a positive school climate. This is the joint responsibility of students, staff, parents, and the community.

FASDenver will follow the governing laws and procedures set forth in Denver Public Schools Discipline Policies JK and JK-R. These procedures are designed to be consistent with the general purpose and principles outlined in DPS Policy and are consistent with federal and state statutes and local ordinances. Discipline problems are dealt with on a classroom and school level. Discipline practices at FASDenver keep the following questions in mind:

- What is motivating or reinforcing the negative behavior? What are the child's needs?
- How do we repair the relationships/community?
- How can all parties (student, teachers, administrators, and parents) support the student to make better choices in the future?
- How can we maximize learning time and minimize disruption to all students' learning?

EQUITABLE ADMINISTRATION

We will be culturally sensitive and equitable in the administration of discipline to our students. In 2018, the Government Accountability Office released a report finding that as of the 2013-14 school year, African American students, boys, and students with disabilities were disproportionately disciplined (e.g., suspensions and expulsions) in K-12 public schools across the country. Those outcomes will not be tolerated at the

French American School of Denver. The Head of School and the Academic Director consistently and regularly analyze discipline data for any demographic disproportionality.

The French American School of Denver will integrate Positive Behavior Intervention Supports (PBIS) to focus on prevention instead of punishment. We want to teach our students about behavior just as we would teach about any other subject, such as reading or math. Children can meet behavior expectations only if they know what is expected of them. A hallmark of a school using PBIS is that everyone knows what good behavior is. Throughout the school day, in class, at lunch, and even on the playground, students understand what is expected of them. PBIS is a recognized strategy to create a positive school culture.

FASDenver will follow these important PBIS guiding principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different, and schools need to provide many kinds of behavioral support.
- How schools teach behavior should be based on research and science.
- Following a child's behavioral progress is important.
- Schools must gather and use data to make decisions about behavioral problems.

According to several studies, PBIS leads to better student behavior. In many schools that use PBIS, students receive fewer detentions and suspensions and get better grades. There is also some evidence that PBIS may lead to less bullying. FASDenver will implement the three-tier PBIS model.

- Tier 1: A schoolwide, universal system for everyone in a school. Students will learn basic behavioral expectations, such as being respectful and kind. School staff will recognize and praise children for good behavior regularly.
- Tier 2: Provides an extra layer of support for students who continue to struggle with behavior. Students get a set of evidence-based interventions and instruction. For example, some children may interrupt class because they struggle with social interaction. A Tier 2 strategy might be a "social skills club" to help these students learn how to get along with peers.
- Tier 3: This level is for students who need individualized supports and services because of behavior issues.

We will work with students and families to foster a respectful and safe learning environment.

We believe open communication among students, parents and school staff is critical in maintaining a safe school environment that provides all students with access to a quality education. If suspension or expulsion is warranted, FASDenver will follow the procedures outlined in the Colorado Revised Statutes, DPS JK-R, and all other available state and federal guidelines. All students and parents will be given due process, and any decision for expulsion can be automatically appealed to the Board of Directors. These policies will be enforced fairly, consistently, and equitably without regard to race, creed, color, sex, or any other prohibited classification. In the case of a

special education student or a student that receives other accommodations, the school will ensure it follows all applicable state and federal laws when enforcing any form of discipline on a student identified as an individual with disabilities.

GENERAL PRINCIPLES

FASDenver's system of discipline is built on personal accountability and respect for self and others, which is understood to mean:

- Recognizing that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the whole community.
- Having an opportunity to repair harm done and restore relationships whenever possible, as opposed to excluding the person who misbehaved.
- Positive experiences in school and with teachers, beginning with the earliest exposures to school, lay a foundation for engagement with and connection to school throughout a student's academic career. These early experiences have the most critical impact on students' perceptions and trust of school and teachers are fundamental to the development of the social and academic skills necessary to support them through school and beyond. Removal from school during this time negatively impacts a student's opportunities for success.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior.
- School discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. School discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community and is more likely to result in getting the student re-engaged in learning.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- The French American School of Denver serves a diverse community. To serve all students and to prepare them to be members of an increasingly diverse community, administration and staff must build cultural competence. We must strive to eliminate any institutional racism or bias and any other discrimination that presents barriers to success.
- Effective discipline is built on consistent and effective classroom management and is supported by a positive school climate. Most disciplinary issues should be addressed at the classroom level by teachers; however, behaviors that cannot be addressed at this level should receive more targeted and intensive interventions, as determined by an individualized assessment.
- Student conduct which may be subject to disciplinary action includes those occurring during either curricular or extracurricular activities, in classrooms, in school buildings, on school grounds, or in school vehicles, when such conduct is detrimental to the school environment and to the welfare or safety of other students or school personnel.
- For students in kindergarten through third grade, suspension from school is reserved for only the most severe behaviors impacting staff or student safety. For these young learners, it is essential to provide developmentally appropriate strategies and supports for student behaviors; removals from the educational environment should be rare and

should be accompanied by intentional planning to address behaviors. Thus, FASDenver policy does not support expulsion of students in kindergarten through third grades, except as provided herein.

This policy and accompanying procedures are intended to help the French American School of Denver to eliminate racial and ethnic disparities, and any other protected class disparities, in school discipline, while improving behavior, school climate, and academic achievement for all students.

The Head of School shall develop such procedures as may be needed for the implementation of this policy.

LEGAL REFS:

C.R.S. 18-12-105.5

C.R.S. 18-18-102

C.R.S. 18-18-406 C.R.S. 18-18-407(2) C.R.S. 22-32-102(1)(W)

C.R.S. 22-32-209

C.R.S. 22-32-110(2)(3)(4)

C.R.S. 22-32-126

C.R.S. 22-33-105

C.R.S. 22-32-106

C.R.S. 22-32-109.a(2)(a) X 20 USC 88921

C.R.S. 22-32-109.1 (adoption and enforcement of safe school plan including conduct and discipline code and disciplinary removal from classroom)

HEALTH SERVICES

Specific school staff are under the direction of a School Nurse consultant. Trained school staff use the School Health Office and provides minor first aid to those students who become sick or injured while at school, administers prescribed medications, and maintains health records. Other designated staff may provide coverage in the health office when the school nurse is not onsite. The School Nurse is a Registered Nurse (RN) and has a special School Nursing State credential. This School Nurse oversees the health office and staff providing care in the health office. FASDenver utilizes a School Nurse Consultative model as the school nurse is onsite weekly. Her services are contracted through Denver Public Schools.

REGISTERED NURSE

The Registered Nurse will train and provide supervision to the designated school staff as well as additional consultation as needed. RN's may only be in the building to provide specific health services mandated by the State of Colorado such as immunizations, special education assessments, IEP meetings, and in health education programs if appropriate. They coordinate the mandated yearly vision and hearing screenings, and they are available to teachers, parents, and students when there is a specific health concern that requires assistance and the development of a health care plan.

HEALTH INVENTORY AND UPDATE

The Health Inventory Form should be completed for each new student enrolled during the school year; the form should be updated if there are changes for current students. Students with any medical condition must complete a Health Inventory Form each year while attending FASDenver. The Health Inventory Form does not require a physician's signature and is not considered a Physical Form. FASDenver provides an individualized health plan (IHPs) for students who need it. For more information about IHPs please see FASDenver Health Programming on our website.

COLORADO IMMUNIZATION LAW

Please be advised that:

- Immunization requirements will be strictly enforced for all school children.
- Children who do not meet the requirements listed below will be denied admission to school, according to current Colorado Revised Statutes. All students must submit a completed Certificate of Immunization or Exemption upon enrollment.

You must provide one of the following to your child's school to comply with the law:

- An Up-to-Date Certificate of Immunization from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received immunization against communicable diseases as specified by the State Health Department; or
- Statement of Exemption to Immunization Law is printed on the reverse side of the Colorado Immunization Certificate.
 - Medical exemption signed by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health;
 - Religious exemption signed by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations;
 - Personal exemption signed by parent or guardian or emancipated child that he/she adheres to a personal belief opposed to immunizations.

All immunization reports need to be turned in to the Front Office.

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Generally, children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, the following steps MUST BE followed for the safety of your child and the other children in school (this policy is based on State Health Department rules/regulations).

ADDITIONAL RULES APPLICABLE TO PRESCRIPTION MEDICINE

If it is necessary for a student to take prescription medicine at school or a school-sponsored activity, it must be furnished in the original pharmacy labeled container.

The student's name, name of the medicine, dosage, name of prescribing health care provider, date prescription was filled, and expiration date must be printed on the medicine container's pharmacy label.

Prescription medicine shall be administered only by a school nurse, when required by law, or by an FASDenver employee to whom the nurse has properly delegated this task as authorized under the Nurse Practice Act (hereinafter the "nurse's designee"), except with respect to asthma, food allergy and anaphylaxis, FASDenver health management, in accordance with the terms and conditions set forth below. Each nurse's designee shall be approved by the head of school. Prescription medicine shall be administered by school personnel only in accordance with written authorization and directions signed by the prescribing health care provider (which authorization and directions shall not include the pharmacy label on the medicine container). Depending on the circumstances and subject to approval and the required delegation by the school nurse, the required written authorization and directions may be incorporated as part of a student Health Plan, Section 504 Plan, IEP, or authorization for extended field trip or other school-sponsored activity.

ADDITIONAL RULES APPLICABLE TO NONPRESCRIPTION MEDICINE

If it is necessary for a student to take nonprescription medicine at school or a school-sponsored activity, it must be furnished in the original container labeled by the pharmaceutical company or other commercial distributor of the medicine.

Nonprescription medicine shall be administered only by a school nurse or by the nurse's designee (except with respect to asthma, food allergy and anaphylaxis, FASDenver health management, in accordance with the terms and conditions set forth below). The nurse's designee(s) shall be approved by the head of school.

Nonprescription medicine shall be administered by school personnel only in accordance with written authorization and directions signed by the treating health care provider, or in accordance with a school protocol for administering specified nonprescription medicines that is developed and reviewed at least once a year by a licensed physician. Depending on the circumstances and subject to approval and the required delegation by the school nurse, the required written authorization and directions, or school protocol, may be incorporated as part of a student Health Plan, Section 504 Plan, IEP, or authorization for extended field trip or other school-sponsored activity.

All medication is kept in a locked area in the school health office. Students are not allowed to keep medication with them (in their lunch box, backpacks, etc.).

EXCEPTION: Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include one (1) inhaler necessary to control asthma or other respiratory conditions; and two (2) epinephrine auto injectors. Students must be of appropriate age to self-carry (grade 6 and up).

At the end of the school year, all unused medication not picked up will be discarded by the health aide. To save time at doctor visits, please have your physician complete and FAX a written permission for the school at the time he/she prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

MEDICAL MARIJUANA

As required by Colorado law, a primary caregiver is permitted to administer medical marijuana in a non-smokable form (including CBD or Cannabidiol oil) to a student on school property and at school or school-sponsored activities and events in accordance with the terms and conditions in this section of Policy. As used in this section, "primary caregiver" is defined as the student's parent or guardian, or a licensed physician or licensed nurse employed by the student's parent or guardian. Under **no circumstances** is an FASDenver employee or contractor permitted to administer medical marijuana to a student on school property or at a school or school-sponsored activity or event unless the employee is a parent or guardian of the student.

When medical marijuana has been authorized for a student in writing by the state of Colorado upon a physician's recommendation as provided by state law, medical marijuana in a non-smokable form may be administered to the student by a primary caregiver on school property and/or at a school or school sponsored activity or event in accordance with the following terms and conditions:

1. The student's parent/guardian must present in person to the head of school or head of school's designee: (a) the original state of Colorado written authorization for medical marijuana to be administered to the student; and (b) a written request signed by the parent/guardian for medical marijuana in a non-smokable form to be administered to the student on school property and/or at a school or school-sponsored activity or event, which specifies the requested form of medical marijuana in a non-smokable form to be administered, the requested times for it to be administered, the primary caregiver(s) who will be administering it, and any required protocol governing how it is to be administered.
2. The head of school or head of school's designee shall confer with the parent/guardian to resolve all questions and concerns regarding the written request before permission is granted to administer medical marijuana in a non-smokable form to the student on school property and/or at a school or school-sponsored activity or event, and the written request shall accordingly be revised as necessary and signed by the principal or principal's designee.
3. The head of school or head of school's designee shall make a photocopy of the original state of Colorado written authorization for medical marijuana to be administered to the student and maintain it with the student's confidential medical records together with the written request in final form signed by the student's parent/guardian and the head of school or head of school's designee.

4. The medical marijuana in a non-smokable form shall be administered to the student by a specified primary caregiver only at the time(s) and only at the private location(s) designated in writing by the head of school or head of school's designee on school property and/or at a school or school sponsored activity or event. The head of school or head of school's designee shall designate time(s) and location(s) for administering the medical marijuana in a non-smokable form that ensure the procedure is not seen by students, employees, or members of the public.

5. The medical marijuana in a non-smokable form shall be administered to the student in a manner that does not disrupt the educational environment or school operations, and in a manner that does not expose students, employees, or members of the public to the medical marijuana.

6. After the specified primary caregiver administers the medical marijuana in a non-smokable form to the student, the primary caregiver shall remove all such marijuana that was not used, and all materials and articles used to administer such marijuana, from the school property and/or from the school or school-sponsored activity or event. Under no circumstances may medical marijuana or any materials and articles used to administer it be stored on school property or possessed on school property or at school or school-sponsored activity or event longer than necessary for the primary caregiver to administer it to the student.

Under no circumstances may a student possess or self-administer medical marijuana in any form on any school property, or at school or school-sponsored activity or event. Failure of the primary caregiver or student to strictly comply with the terms and conditions of this section of this Policy may result in loss of permission to administer medical marijuana in a non-smokable form to the student on school property and at school or school-sponsored activities and events.

PREVENTATIVE PRODUCTS

Sunscreen, insect repellent, lip balm, cough drops, and contact lens solution are preventative products and do not fall under the Medication Policy. Students may bring these items for their personal use only.

SCREENING PROGRAMS

Colorado state statute C.R.S. 22-1-116 states that "the sight and hearing of all children in the kindergarten, first, second, third, fifth, seventh, and ninth grades, of children in comparable age groups referred for testing, shall be tested during the school year by the teacher, principal, or other qualified person authorized by the school district. Each school in the district shall make a record of all sight and hearing tests given during the school year and record the individual results of each test on each child's records. The parents or guardians shall be informed when a deficiency is found. The provisions of this section shall not apply to any child whose parent or guardian objects on religious or personal grounds." Each fall (typically September) French American School of

Denver conducts a vision and hearing screening of all children in grades Kindergarten through 5th grade, excluding 4th grade, but including new 4th grade students. This screening will be led by the School Nurse consultant. Students who enroll after September, who do not have evidence of a vision and hearing screening conducted within the past year will also be screened. The nurse will follow up and share next steps with parents and teachers of students who failed the screenings. The nurse will also give a list of students who wear glasses and/or hearing aids who do not have a health plan, 504 plan, or IEP to the teacher so the teacher can provide any appropriate supports.

STUDENT ILLNESS/INJURY/EMERGENCY AT SCHOOL

If your child becomes ill or is injured at school, the student will be seen in the health office, and the health assistant will determine if your child needs to go home. Students not feeling well or with minor injuries may rest in the health office for 15-20 minutes. If their condition requires further rest or attention, you and/or your child's emergency contact will be called to pick up your child. It is essential that you keep the school informed of any change in address and/or telephone numbers. The guardian or designated adult must sign out children leaving school. Parent/guardian or emergency contact must bring a valid ID when picking up a student at any time. If your child drives, walks, or rides a bus to school and needs to go home, you must contact the front office/administration with a statement saying that it is okay for your child to go home. If your child is in an emergency at school, we will take the appropriate action to get the child immediate care by medical professionals.

Parents should not send a child to school if he/she is not feeling well or has a fever. A child who does not feel well cannot benefit from instruction. A sick child also endangers his/her own health and the health of his/her classmates and teachers. Parent/guardian or emergency contact must bring a valid ID when picking up a student at any time.

The school will make every effort to contact parents when a child needs to go home due to illness or injury. Since the school uses an internet-based phone system, the phone identification for the school may look unusual. Parents are expected to monitor their phone messages during school hours. The school will also send an email notification to parents if a phone message must be left due to no one answering the call.

EMERGENCY HEALTH SITUATIONS AT SCHOOL

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, emergency medical services (911) will be called for treatment and/or transportation to a medical facility. The school will attempt to reach you or your child's emergency contact. The school assumes no financial responsibility for expenses incurred if 911 is called and your child is transported to a medical facility.

STUDENT ILLNESS

FASDenver encourages families to use the following Guidelines from Children's Hospital Colorado "How Sick is Too Sick? Illness Policy for Parents" when deciding whether to keep your child home or send to school. FASDenver policy regarding communicable disease is based on the desire that your child recovers as quickly as possible and doesn't expose other students to the illness. In general, if you are unsure whether or not to send your child to school, you should keep your child home and call your health care provider for advice. Also, please let the school know if you do discover that your child has a communicable disease or serious illness.



There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without effecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

Children with the following symptoms or illness should be kept (excluded) from school:

SYMPTOM	Child Must Be at Home?
Diarrhea frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication	Yes – if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet
Fever with behavior changes or illness <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention	Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.
Flu Symptoms Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea	Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine
Coughing severe, uncontrolled coughing or wheezing, rapid or difficulty breathing <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	Yes - medical attention is necessary
Mild Respiratory or Cold Symptoms stuffy nose with clear drainage, sneezing, mild cough	No – may attend if able to participate in school activities

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"In Care of Kids" is a trademark of The Children's Hospital. It is used on patient and family healthcare educational materials produced by the Hospital. This information has been reviewed by designated staff of The Children's Hospital. It is intended to supplement, not replace medical information provided by the healthcare provider.

RASH With Fever <u>Note:</u> Body rash <i>without</i> fever or behavior changes usually does not require exclusion from school; seek medical advice	Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
Vomiting two or more episodes of vomiting in the past 24 hours	Yes – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration

ILLNESS	Child Must Be At Home ?
Chicken Pox	Yes - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept Guidelines
Conjunctivitis (Pink Eye) Or pink color of eye <i>and</i> thick yellow/green discharge	Yes - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
Croup (See Coughing) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
Fifth's Disease	No - child is no longer contagious once rash appears
Hand Foot And Mouth Disease (Coxsackie virus)	No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
Headlice Or Scabies	May return after treatment starts
Hepatitis A	Yes – until 1 week after onset of illness or jaundice and when able to participate in usual activities
Herpes	Yes – if area is oozing and cannot be covered, such as mouth sores
Impetigo	Yes – for 24 hours after treatment starts
Ringworm	May return after treatment starts Keep area covered for the first 48 hrs of treatment
Roseola <u>Note:</u> A child with rash and no fever may return to school	Yes – seek medical advice
RSV (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid

Strep Throat	Yes - for 24 hours after treatment and the child is able to participate in usual activities
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – until determined not infectious by the health care provider
Yeast Infections including thrush or candida diaper rash	No – may attend if able to participate in school activities Follow good hand washing and hygiene practices

This information is based upon the guidelines from American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, and Center for Disease Control.

FASDenver follows the Colorado Department of Public Health & Environment (CDPHE) Guidelines for Infectious Disease in School Settings, which can be found under the Health Programming link on the FASDENVER website. Remember these are just guidelines, and FASDenver has the right to increase these guidelines for the protection of our whole community.

COVID PROTOCOLS AT SCHOOL

At the time of the publication of this document, FASDenver students, staff members, and all vendors and visitors are no longer required to wear masks. Masks are always available at the Main Office for staff, visitors, and students. These protocols are subject to change throughout the year.

NUTRITION SERVICES AND STUDENT WELLNESS

True to the Francophone culture, the French American School of Denver is committed to promoting good nutrition and physical activities. Information about free or reduced-price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available by contacting the Main Office. Information may also be found on the school's website.

Schools, along with parents, can play a major role in promoting healthy habits in children and reducing the number of overweight and obese children and youth. Schools are a place where students can gain the knowledge, motivation, and skills needed for lifelong physical activity and lifelong healthy eating habits. The French American School is a place for students to practice these habits. Please encourage such habits by providing healthy snacks for your child(ren) like fruit slices, vegetables, cheese sticks, and so forth rather than chips and other fast-food items.

FREE OR REDUCED-PRICE LUNCH/BREAKFAST PROGRAM

FASDENVER offers free or reduced-priced meals to qualifying students. Applications are sent to families through Denver Public Schools. Additional forms are available on the website. You may also request a paper copy by emailing info@FASDENVERcolorado.org, or stopping by the Main Office. All students, new and returning, must fill out a new application for free or reduced-price meals each school year and ideally before the first day of school. Applications do not carry over from prior years. Applications completed for students in other schools are not eligible for the FASDenver program.

MY SCHOOL BUCKS

Please set up a "My School Bucks". account for your student through Parent Portal. This is where you can fund your child's account, paying for milk only, or for a full DPS school lunch. You can set up a reminder when your child has a LOW balance in his/her account. Breakfast is provided free of charge to all FASDenver students.

Any further questions please contact the FASDenver Office Manager.

POLICIES AND STATUTES

LAW ENFORCEMENT

FASDenver works cooperatively with law enforcement agencies in the City and County of Denver. Law enforcement should be notified by administrators in school-related situations that involve suspected criminal violations, or any time school safety may be at risk. Law enforcement officers will act consistent with their agency's guidelines in responding to referrals or otherwise becoming involved in school matters.

SOCIAL SERVICE PROCESS

In the event, that law enforcement or social services arrives at the office of FASDenver requesting to interview one of our students without a parent/guardian present, the following process will be followed:

- The receptionist or front office personnel will contact the Head of School to explain the circumstances for their inquiry.

- Then, if the agency has convinced administration why the meeting should remain confidential and has just cause to interview the student without notifying the parent/guardian, we will locate a private meeting space with the student.
- If there is no cause, a member of administration will notify the parent/guardian of the situation immediately.

HOMELESS STUDENT NOTIFICATION

Specific rights and protections are ensured to parents, children, and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. If you are experiencing homelessness, please contact the Head of School for resources and support.

HARASSMENT

FASDenver prohibits harassment of any type on any person in our school community. If you believe that you, your child or someone else in our school community has been subject to harassment, please contact the Head of School or another school representative as soon as possible so that the matter can be investigated. FASDenver expects that all persons associated with the school will act and behave in a professional, courteous and respectful manner. Violations of this standard will be investigated and addressed with appropriate discipline.

FASDenver is committed to a policy of nondiscrimination/harassment in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation, and disability. School policies, programs and activities should foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard, and to be acknowledged for their dignity and worth and for their unique role in the pluralistic nature of our society. Students and staff who feel safe and welcome are more likely to perform more effectively.

Any student who believes that s/he has been harassed, or who witnesses conduct that might constitute harassment, shall promptly report the conduct to an administrator or staff member. A complaint or report may be made either orally or in writing.

All reports of discrimination or harassment will be investigated. Consequences where warranted may include but are not limited to a range of disciplinary action, which may include expulsion from school if warranted. Depending on age and circumstances, educational interventions, rather than, or in addition to, discipline shall be appropriate. Support resources will also be provided to victims of school-related discrimination or harassment as appropriate.

Anyone who retaliates against a person who reports harassment, regardless of the outcome of the harassment investigation, will be subject to disciplinary action. Any person who knowingly makes a false report of harassment shall be subject to disciplinary action as well.

Additional information regarding the administrative procedures for compliance with Title VI, Title VII, Title IX, Section 504 and/or The Americans with Disabilities Act is available online or by reviewing the policy and procedures in their entirety as explained on the first page of this publication. In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the U.S. Department of Education's Office for Civil Rights or the Colorado Civil Rights Commission.

Colorado Civil Rights Commission
1560 Broadway, Suite 1050
Denver, CO.
303-894-7830

U.S. Department of Education's Office for Civil Rights
1244 Speer Boulevard, Suite 310
Denver, CO
303-844- 5695
Email: OCR_Denver@ed.gov

OBTAINING SEX OFFENDER INFORMATION

Colorado Revised Statute 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf

OR

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

VIDEO AND AUDIO MONITORING

Video surveillance may be utilized in our school, on school property, and on transportation provided by the school. Many cameras are equipped with audio recording capabilities as well. Such monitoring may assist in deterring misbehavior and may provide evidence to be presented in student discipline hearings, court proceedings, and similar venues. Recordings may be used in student discipline investigations and as evidence in school discipline matters including suspension or expulsion cases. Recordings may also be used to prosecute crimes against property, students, or staff. Recordings will be made available as appropriate to school

administration and law enforcement, or as otherwise may be required for disclosure by subpoena.

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

Parents or guardians who wish to view a videotape or listen to a recording may submit a written request to the Head of School for tapes concerning school facilities and property.

WEAPONS

Consistent with the school's obligation to provide a safe and secure environment, state laws prohibit students being in possession of any dangerous weapon or dangerous item at school, during school activities, or on any school property.

Knives or other instruments with sharpened blades or edges that might easily be used as a weapon are not permitted at school, regardless of the length of the blade. Exceptions include scissors and other sharpened instruments commonly used during supervised educational activities.

In addition, it is a violation for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade longer than three (3) inches, or other dangerous weapon when in a school facility; on school grounds; at any or school activity, regardless of location; or on any school vehicle. This restriction does not apply to School Resource Officers or other law enforcement officers who are legally required to carry a weapon to perform their job.

SECTION 504 OF THE 1973 REHABILITATION ACT

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination based on one's disability. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the head of school (principal).

THE INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004

The Individuals with Disabilities Education Improvement Act of 2004 guarantees basic rights and provides the framework for special education services. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment.

GANGS, SECRET SOCIETIES, AND DISRUPTIVE GROUPS

Schools/districts are required by Colorado law to adopt policies regarding gang-related activities in school. The school defines a gang, secret society, or disruptive group as a group of three or more individuals, whether formal or informal, sharing a common name, interest, bond, confederation, alliance, initiation practice, network, conspiracy, or activity characterized by criminal or delinquent conduct, whose members individually or collectively engages in or has engaged in a pattern of such activity.

Wearing, displaying, or possessing items that signify identification with disruptive groups is prohibited on school campuses, at all school-sponsored activities, on all school transportation. Any evidence reasonably demonstrating the existence of or membership in any disruptive group shall be admissible in any disciplinary action or proceeding brought by the school.

BULLYING

Bullying is defined by state law, as any written or verbal expression, or physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students.

Bullying or Conflict?

Bullying is different than conflict. Conflict is a disagreement or argument between two or more people in which all sides express their views. Conflict is a natural part of human relationships as people grow and change. Conflict happens between people who hold equal power in a relationship but have different points of view. Moreover, when conflict occurs between students, both are able to express their perspectives and opinions. Those involved in a conflict usually want the issue to be resolved, to maintain a healthy relationship, and to avoid hurting the other party or parties.

Conflict	Bullying
Disagreement or argument in which both sides express their views.	Goal is to hurt, harm, or humiliate
Equal power between those involved	Person bullying has more power
Generally stop and change behavior when they realize it is hurting someone	Continue behavior when they realize it is hurting someone

Bullying or Harassment?

Bullying and harassment are both about:

- Actions that hurt or harm another person physically or emotionally
- The target having difficulty stopping the behavior

The Difference? When the bullying behavior directed at the target is also based on a protected class, that behavior may be defined as harassment and subject to the process and procedures in the school's harassment policies. Bullying based upon a student's race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment.

All administrators, teachers, classified staff, parents, and students shall take all reasonable steps to prevent and/or address bullying.

- Students who have been bullied should report the situation to the teacher and FASDenver administration.
- Students who witness bullying should report it to a staff member.
- School staff who witness bullying should take action to stop the bullying and to report the situation for appropriate administrative intervention.
- School administrators should promptly investigate and respond to bullying reports.

Students who bully others will be subject to disciplinary action as described in our discipline policy. In addition to discipline sanctions, schools may implement intervention strategies as appropriate.

WHERE DO I GO WHEN MY CHILD HAS A CONFLICT/ISSUE?

1. Discuss the issue with your child's classroom teacher. Working together, most issues/conflicts can be resolved at the classroom level.
2. If there have been repeated discussions and communications with the classroom teacher but there is no change in the issue/conflict, request a meeting with the classroom teacher, and the Academic Director or Head of School.
3. If you suspect there is a bullying issue (please read the definitions of bullying and conflict), please contact the Head of School.

PARENT RIGHT TO KNOW

As a parent of a student at FASDenver, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact the Office Manager at info@fasdenver.org if you would like to receive any of this information.

STUDENT USE OF THE INTERNET

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. The French American School of Denver believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools can encourage an attitude of lifelong learning and offer an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

FASDenver believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources including some that may be harmful to students. FASDenver acknowledges that while it is impossible to predict with certainty what information students might locate or encounter, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the school. Students shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful to minors.

INTERNET BLOCKING OR FILTERING

Services/products that block or filter material and information that is or contains offensive language, sex/pornography, racism, drugs, or violence, as defined by FASDenver, are installed on all school computers having Internet or electronic communications access. Students shall report access to material and information that is or contains offensive language, inappropriate sexual content, racism, drugs, or violence, or is otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

NO EXPECTATION OF PRIVACY

FASDenver computers and computer systems are owned by FASDenver and are always intended for educational purposes. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of FASDenver computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through computers and computer systems shall remain the property of FASDenver.

UNAUTHORIZED AND UNACCEPTABLE USES

Students shall use FASDenver computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of FASDenver computers and computers systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following: No student shall access, create, transmit, retransmit, or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to:
 - access to information concerning the manufacturing or purchasing of destructive devices or weapons.
 - that is not related to FASDenver education objectives.
- that contains pornographic, obscene, or other sexually oriented materials.
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons regarding race, color, sex, religion, national origin, age, marital status, disability, or handicap.

- for personal profit, financial gain, advertising, commercial transaction, or political purposes
- that plagiarizes the work of another without express consent.
- that uses inappropriate or profane language likely to be offensive to others in the school community.
- that is knowingly false or could be construed as intending to purposely damage another person's reputation.
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- that contains personal information about themselves or others, including information protected by confidentiality laws.
- using another individual's Internet or electronic communications account without written permission from that individual.
- that impersonates another or transmits through an anonymous remailer.
- that accesses fee services without specific permission from the system administrator.

SECURITY

Security on FASDenver computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to district computers or computers systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

SAFETY

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

VANDALISM

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or FASDenver-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

UNAUTHORIZED SOFTWARE

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

ASSIGNING STUDENT PROJECTS AND MONITORING STUDENT USE

FASDenver will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

STUDENT USE IS A PRIVILEGE

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school may deny, revoke, or suspend access to technology or close accounts at any time.

SCHOOLWIDE AND CLASSROOM RULES AND PROCEDURES

FASDenver establishes a safe environment that provides a nurturing structure and follows the French model where students learn to "learn for themselves" similar to the Montessori model. One of the educational priorities listed in our mission is that teaching is delivered in a highly diverse learning environment that promotes critical thinking, creativity, and empathy. Research tells us these traits are malleable and can be taught. They are also critical for the child's current and future success. FASDenver strives to provide a nurturing and structured environment while developing appropriate skills, attitudes, and personal responsibility. Each parent/guardian, teacher, and child must take an active role in supporting this plan. Parents/guardians and school staff must work together to create the proper learning environment and to set an example with positive actions and behaviors for students to learn to become global citizens of character operating with respect, responsibility, honesty, integrity, a positive growth mindset, and perseverance.

FASDenver implements what is known as Schoolwide Positive Behavior Interventions and Supports or PBIS. PBIS is well-supported by the research as the best behavior programming for children. In our PBIS system we set clear, value-aligned expectations for student behavior in all areas of the school: classrooms, hallways, bathrooms, playground, cafeteria, buses, and any other common area. The expectations are consistent teacher to teacher and classroom to classroom, which makes it more comprehensible for all children. The language or vocabulary of the expectations may vary dependent on the grade-level of the children. (Please see the "Student Life" section of the handbook.)

CLASSROOM PARTIES

Parties and holiday observances will be held at the teacher's discretion. Parents must notify the teacher in advance if they prefer their child to not participate in a particular holiday observance or party. Any food brought into the school should be store bought. Please share the ingredients with the teacher as there may be students with food allergies and an alternative treat can be provided for them.

WHERE DO I GO WHEN MY CHILD HAS A CONFLICT/ISSUE?

4. Discuss the issue with your child's classroom teacher. Working together, most issues/conflicts can be resolved at the classroom level.
5. If there have been repeated discussions and communications with the classroom teacher but there is no change in the issue/conflict, request a meeting with the classroom teacher, and the Academic Director or Head of School.
6. If you suspect there is a bullying issue (please read the definitions of bullying and conflict), please contact the Head of School.

GRADING AND HOMEWORK POLICY

FASDenver sets goals for students across three primary areas: the Colorado Academic Standards, Denver Public Schools Standards, and the French Ministry of Education Standards. Aligning the state, district, and international standards, FASDenver has created its own standards-referenced report card. This allows teachers to report to parents on their child's progress towards meeting and exceeding district, state, and French standards. Children will need to meet district and state standards for end-of-grade-level performance to be considered for advancement to the next grade level. This determination will coincide with the Cycle Programme where mastery is documented throughout the three-year cycle. All lessons, assignments, and student work in class and at home are designed to target student growth and mastery of objectives and goals across these three areas. FASDenver uses a standards-referenced progress report to assess and report student growth and mastery of the Colorado Academic Standards. Progress reports are shared each trimester.

GRADING SCALE

- 1 Does not satisfy minimum requirements: This indicates significant progress needs to be made. This may involve creating an Individualized Learning Plan for the student.
- 2 Making progress towards grade-level: The student needs additional support in a particular content area. This can be accomplished by additional support at home or in the classroom.
- 3 Meets grade-level expectations: Student is at grade level and is working with minimal, if any, support in a particular content area
- 4 Consistently meets expectations and sometimes exceeds: Student is consistently performing at grade level AND occasionally performing above grade level.

Graded Assignments

- All graded assignments directly relate to the Colorado Academic Standards, Math In Focus/Singapore Math, or French Ministry of Education standards for growth.
- Individual grades will be given for group work rather than an overall group grade. Students will be graded relative to published standards and not in comparison to each other.
- Daily work (in-class practice assignments, discussions, and other forms of descriptive feedback to students about their learning, homework) is used to monitor student learning in progress and/or adjust teaching will not be factored into grades.
- Assessments will be used for grading purposes. Assessments take place after learning has occurred and may include, but are not limited to unit tests, independent class work, and quizzes.
- Late or missing assignments will be marked as "incomplete" until the work is completed.
- The FASDenver policy for make-up work is to give students two days for each day absent as time to make up work. If the student is too ill to stay current, even the stated amount of time may not be sufficient and may generate great stress for the student. Parents, students, and teachers will agree on mutually acceptable target dates for completion of work. If a student is indisposed up to and beyond a grading period, parents, teachers, and the Head of School will make arrangements for a fair opportunity to make up work.
- Students must turn in work in a timely manner, because it benefits them in their achievement of learning goals. Chronic lateness of work will be dealt with as a behavioral problem — not a grade reduction — with a variety of remedies, including parental notification, a record of missed assignments, working in the classroom before and/or after school. The consequence for not doing the work is---doing the work!
- In class assignments, homework, and assessments will be allowed to be re-done at the teacher's request only. Corrective instruction or re-teaching must happen between the original assessment and the reassessment. Re-dos will be taken for full credit. Reassessments may be completed at school, not at home, or at the teacher's request.
- In addition to scheduled school-wide progress reports, parents will be notified when there is a marked or sudden change in a student's performance or attitude.

HOMEWORK

The purpose for assigning homework is to give students the opportunity to extend lessons, practice needed skills, engage in critical thinking, and prepare for learning. Additionally, homework, as with anything sent home, is a form of communication from teachers to families. For homework to be effective, it should support educational goals, consider students' abilities and needs, and strengthen the school-home link. We also recommend reading at home nightly.

Your responsibility as parents is to provide daily time and the right environment for your child to complete homework. Help as needed without doing the homework for your child. It is also

your responsibility to communicate with the teacher any problems that arise, any concepts your child is struggling with, or if the amount of time your child spends on homework exceeds the time allotments below. These times are approximate. Your individual student's pace may need to be taken into consideration. Independent reading time is included in these times.

Time Allotments

- Kindergarten - up to 10 minutes per night
- Grade 1 - up to 10 minutes per night
- Grade 2 - up to 20 minutes per night
- Grade 3 - up to 30 minutes per night
- Grade 4 - up to 35 minutes per night
- Grade 5 - up to 40 minutes per night

The responsibility of the student is to make sure he/she knows what the homework is, bring the necessary materials home, complete assignments in a quality manner, and turn them in on time.

Homework Accountability

All homework is due at the beginning of the day on the due date. Assignment scores will be entered into Infinite Campus weekly (please check the Infinite Campus Parent Portal). Homework not turned in will be marked as "missing" until received. Missing Assignment Reports will be e-mailed home weekly so be sure your e-mail address is correct in Infinite Campus.

Students who do not turn in homework need to do the following:

- Have a discussion with the teacher and explain that s/he did not complete the assignment. It is important to learn how to advocate for more time, if needed. It is important for young children to learn that we all need grace at times when life gets hectic as we all know it can sometimes!
- Then, the student needs to complete the homework and turn in to receive full credit and remove the "missing" marking in Infinite Campus.

RETENTION AND PLACEMENT ADJUSTMENT POLICY

FASDenver is committed to helping students achieve. As part of our MTSS (Multi-Tiered Student Support) process, the child's MTSS team may consider a placement adjustment or retention. Supporting adjustments are recommended by the end of first trimester or sooner as it is in the best interest of the student that supports are put in place quickly, rather than allowing students to struggle through the entire school year. Retention, or having a child repeat a grade, may also be considered if the MTSS team believes it is in the best interest of the child. Academic achievement is not the only factor considered in this decision, and the MTSS team will consider social emotional factors, behavioral factors, attendance, or other relevant factors as well.

****Retention of students with IEPs must involve his/her staffing team: Student Services Specialist, the Head of School, teacher(s), parents, and other specialists.**

PROHIBITED ITEMS

Students are not allowed to bring any item that disrupts the learning environment. Electronic communication devices are only permissible after school and must be put away during the school day. Students found using cell phones or other electronic communication devices during school hours will have the item confiscated. Once confiscated, only parents will be allowed to pick them up. Special permission must be given for students to use personal devices for learning during school hours. The school assumes no responsibility if personal items brought by the student are lost, stolen, or damaged.

LOST AND FOUND ARTICLES

All lost and found items of value will be turned in to the school office. Parents may ask at the reception desk regarding jewelry, glasses, phones, and other items of value. A clothing rack containing unclaimed articles is kept, and periodically unclaimed articles will be donated to local organizations. Check the newsletter for the dates Lost and Found articles will no longer be available.