



Hulstrom K-8

A School for Advanced Academics and Gifted Education

**A 21st Century School Empowering Students
to Thrive in Tomorrow's World**

Hulstrom works together with parents and the community to empower and nurture gifted and advanced learners to build 21st century skills through leadership and innovation. With creativity, critical thinking, communication, inquiry, problem-solving, and collaboration, we foster global citizens who will make a positive impact on a rapidly changing world.

IMPORTANT NUMBERS

Attendance #720-972-5418

School Office #720-972-5400

School Fax #720-972-5419

Hulstrom Clinic #720-972-5405

Before and After School Enrichment Program (BASE) #720-972-8961

District 12 Administration #720-972-4000

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday K-8 7:45am – 3:00pm

Wednesday-Early Release K-8 7:45am – 1:45pm

BASE Monday, Tuesday, Thursday, Friday – 6:30am – 7:45am *and* 3:00 pm – 6:00pm

BASE Wednesday – 1:45pm – 6:00pm

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School Operations

ATTENDANCE

- ***Family vacations are strongly discouraged except during school related vacation time and will be excused only when prearranged with the principal.**
- ***Your child will be withdrawn from school if he/she misses 10 days in a row, excused or unexcused, unless communication is made directly to the principal.**
- At **7:45 a.m.** the first bell will ring and students will report directly to their classroom. The tardy bell rings at 7:50 a.m. Students arriving after the 7:50 bell or later are tardy and must report to the office for a pass.
- Students who have definite signs of colds, communicable illnesses or other illnesses (e.g. fever) should not be sent to school. If your child is diagnosed as having communicable infections, please notify the school nurse as soon as possible. These include strep infection, pink eye, measles, mumps, mono, chicken pox, head lice and scabies. Students must be free of symptoms for 24 hours before returning to school.
- Students are given make up work upon their return from absence. As per Superintendent policy, students have the number of days equal to the time they are absent, plus a day in order to make up work for full credit. When absences are excused, students may make up work for full credit. Missed work due to vacations will be given to students after they return from vacation.
- Medical appointments should be scheduled outside school hours. If possible, please try to schedule appointments early in the morning or later in the afternoon. Refer to the school calendar for scheduled days off to schedule routine medical appointments.
- Attendance Procedures:
 - The classroom teacher maintains a daily attendance record and reports attendance to the main office.
 - Students are considered tardy if they are not in the classroom when the 7:50 bell rings.
 - If the absences are excused (Adams 12 School District Superintendent Policy Code 5113, Section 2.4) and the absences are not negatively affecting the student's academics, close monitoring will take place. If a plan is needed, the counselor or school administration will contact the parent, guardian, or legal custodian and a conference will be scheduled.
 - If the plan is not adhered to, magnet enrollment will be terminated, and one of the following may be contacted:
 - Social Services (Under 10 years old possible education neglect)
 - Adams County Court (over 10 years old)
 - District Hearing Office (in district family involvement)

BEFORE/AFTER SCHOOL PROGRAM (BASE)

- BASE is a licensed program by the Colorado Department of Social Services offered to children in kindergarten through 8th grade. Please call 720-972-8961 or e-mail Cassie.Jones@adams12.org for more information.
- For more information about the BASE program including how to register with our program please visit the Hulstrom website under the BASE Menu in the sidebar.

INCLEMENT WEATHER

- Adams 12 Five Star Schools' Communication Office will notify all major radio and television stations of school closures. **Please do not call the school office.** *Listen to a radio or television station for up-to-date information.* If schools are released early, an announcement will be made at least one hour prior to early release. In the event of school closing early, all students must be signed out at the main office.
- Indoor recess will be held if:
 - Snow, rain, sleet or hail is falling
 - Lightning is occurring
 - Temperature with wind-chill is 20 degrees or less
 - Playground conditions are poor (mud, snow, ice, or standing water)
- We have two Hulstrom banners which will be affixed near the north and south entrances on Cold/Bad Weather Days. When these banners are out, parents will know students will enter the building through the front instead of going to the classroom doors. ***Please know, even if it is cold, students should come to school prepared to go outside for recess.*** During the colder months, they should bring warm coats, mittens or gloves, head covering and waterproof footwear. Please mark all items with your child's name.

INTRAMURAL SPORTS AND EXTRA-CURRICULAR ACTIVITIES:

- Hulstrom provides a variety of physical and intellectual before and after school enrichment activities for our students. At the beginning of each quarter, a listing of Hulstrom enrichment opportunities for that quarter will be sent home in your student's Wednesday folder. You may then enroll your child in an activity that sparks their interest.

LUNCH GENERAL INFORMATION

- All students are assigned a lunch number and they need to memorize this number.
- Students may purchase lunch or bring a lunch from home. Milk and water is available for purchase for students who prefer to bring their own lunch.
- Students will have recess prior to lunch.
- Please contact the kitchen manager at 720-972-5413 with questions about lunch.

SAFETY

- Hulstrom provides a safe school environment that is free from discrimination or harassment in relation to race, color, sex, religion/creed, national origin, marital status, sexual orientation, and disability. Please report an instances any issues to staff members as soon as possible.
- Ensure all information is kept up-to-date in the office so you can be quickly contacted as needed.
- All visitors must enter through the front doors and check in at the office. Identification is required for all visitors entering the school or picking up a child.
- All visitors and volunteers must wear badges or stickers to for all staff to view.
- All students arriving late or being checked out early must come through the main office.
- If someone else is picking up your child from school during school hours, complete the following steps:
 - Fill out a pick-up authorization form;
 - Send a note and call the office to communicate the following information:
 - The name of the person authorized to pick up your child
 - The reason they will be picking up your child (for attendance purposes)
 - The time he or she will be arriving to pick up your child
 - Whether the child will be returning to school that day

- **Identification will be required from the person authorized to pick up your child.**
- In the event of a crisis, the school’s comprehensive crisis plan will be utilized.
 - In the event of a Lock Out, no one will be allowed to enter or exit the school. All other business within the building remains unaffected.
 - In the event of a Lock Down, all students, staff, and visitors will go to a safe place, preferably behind a locked door, turn the lights off, hide out of sight from internal windows, and wait for instructions from law enforcement or administrators.
 - For further information on Lock Out, Lock Down, and other crisis procedures, please see the Assistant Principal.
- Under policy 2.1.5, our district and school has a Community Use Policy that ensures that there is internal and external access for students, their families, and community members. The utilization of our building is arranged through the Department of Community Usage.

STUDENT DROP OFF AND PICK UP

- *Students should arrive at school **no earlier than 7:35 a.m.***
- Parents may use the bus lane for drop off only and should not exit the car while in the bus lane at any time.
- If you wish to park, parents and visitors are invited to park in the available non-assigned parking spots when space is available. If there is not space, parents must park on the street. Under no circumstances should parents and visitors create their own parking spots.
- Once dropped off, elementary students will wait on the playground by their classroom doors.
- Upon arrival, middle School students will wait by the north entrance on the east side of the building.
- The hug and go lane is intended to be used in the morning as a hug and go lane. Please pull your vehicle as far forward as possible and have your child ready to exit the vehicle as quickly as possible. Please refrain from using your cell phone during drop off and pick up.
- In the afternoon, vehicles need to pull all the way forward in the hug and go lane. Drivers should not exit the vehicle at any time.
- All cars must exit the parking lot and turn right onto Wyco Drive.
- It is highly suggested that all vehicles turn right onto 115th to keep traffic flowing smoothly.

VISITORS AND VOLUNTEERS

- State Statue 18-9-109 requires all visitors and volunteers to check in at the main office. You will receive a “VISITOR” OR “VOLUNTEER” sticker badge to wear in place where staff can easily view the sticker badge while you are in the school.
- Make an appointment to visit the classroom or speak with the teacher. This includes times before and after school. Upon arrival, check in at the window in the main office and the teacher will be contacted.
- Students other than currently enrolled at Hulstrom K-8 are not allowed to visit classrooms.
- Classroom parent volunteers (who volunteer on a weekly basis) will be asked to attend a volunteer orientation provided through PTA *prior to* volunteering in the classroom.
- All visitors and volunteers will be required to have their license run through the Raptor system. The purpose of this screening is to rule out any sex offenders from having contact with the students.
- Opportunities to be involved:
 - Contact PTA and view newsletters for a variety of opportunities
 - School Improvement Team (SIT)
 - Purpose: Oversee the evaluation and implementation of the Unified Improvement Plan and other improvement and changes to Hulstrom. This group develops academic goals based on achievement results from the previous school year data.
 - Meeting Place: Office Conference Room

- Contact the office if you are interested in attending and being a part of the SIT.
- PTA – Hulstrom
 - Purpose: Parent organization that meets on a monthly basis with a variety of interesting topics, bylaws, fundraisers, etc.
 - Meeting Place: Hulstrom Cafeteria
 - See Hulstrom calendar at hulstrom.adams12.org for dates and times.
- Multi-Tiered Systems of Support (MTSS) Team
 - Purpose: “In Colorado, a Multi-Tiered System of Supports (MTSS) is defined as: a prevention based framework of team-driven data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level” (Colorado Department of Education, 2016). For more information visit <https://www.cde.state.co.us/mtss>.
 - Meeting Place: To be determined
 - Contact the office if you are interested in being a part of the MTSS Team.

Communication

COMMUNICATION FROM THE SCHOOL

- The Hulstrom website is filled with information regarding upcoming dates and general school information.
- Wednesday Folders are sent home every Wednesday to keep parents informed of their child’s progress and other important school items.
 - Assignments and grades will be posted on each teacher’s website on a weekly basis.
 - We depend on the students’ integrity to take all the work, good and bad, home to show the parents. Each Wednesday parents are asked to sign the folder to reinforce the honesty of the child. *The purpose of the Wednesday folder is also for parents to have constructive conversations with the student about the progress made that week.*
- Please note the calendar for important dates.
- Two parent/teacher conferences are scheduled during the school year. If the staff recognizes that a student is “at risk” of not succeeding at Hulstrom for academic or behavioral reasons, parents will be asked to attend additional conferences to discuss areas of concerns, create goals to address those areas in need, and progress monitor those goals over time.
- Every teacher sets up an individual system through which they communicate with parents in an on-going manner. This may include: Wednesday folders, student planners, conference/meeting, voice mail or e-mail. Most teachers would prefer a sit down or phone conference to clarify a specific concern instead of any miscommunication that can occur through e-mail. In addition, the majority of important information related to your child’s education can be found on the class website. Teachers will be updating their websites weekly with homework and important notices. Please make it a priority to review the class website on at least a weekly basis.
- The PTA sends home a monthly newsletter as well as holds monthly meetings.

COMMUNICATION WITH THE SCHOOL

- Appointments to communicate with the school may be made at any time. Please contact the teacher directly to create an appointment or contact the office to make an appointment with administrators.
- Communicating Issues/Conflict Resolution:

- Consider your child’s teacher as the first line of communication. Your child’s teacher knows your child better than anyone in the school and has specific information regarding what happens during the school day. If not satisfied after communicating with the teacher, contact the office to communicate with administrators.
- When concerns or conflicts arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child’s teacher or either school administrator early on when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for your student. We would like to work together to hear your concerns and find a viable solution.
- District Executive Directors are available to be involved in effective resolution of complaints, concerns, and grievances when parents have exhausted all possible resolutions with the school.
- Hulstrom’s staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment, intimidation, and retaliation. Retaliation will not occur against students or family members who voice concerns. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solutions.
- Students, families, and community members can be heard by the Board of Education when the internal school and district hearing/resolution procedures have been exhausted.
- If you contact a teacher with a concern via phone or email, please allow 48 hours for him/her to return your communication. If it is an emergency and must be addressed in a shorter timeframe, please contact the office so a message can be relayed to the teacher.
- We also invite you to contact the school counselor for student concerns that you may want to discuss.

Academics

21st Century Learning

Learning to collaborate with others, think critically, communicate, create, and connect through technology are essential skills in a knowledge-based economy. It is imperative that we provide our students with the knowledge, tools, and skills necessary to be engaged in their learning at Hulstrom K-8 AND develop career ready skills they will need to be prepared for the ever changing world and jobs of the 21st century.

Integrated skills include Information and Media skills, Technology skills and Digital Citizenship, Life and Career skills, Global Awareness and Citizenship. 21st Century Learning is integrated into and across all contents areas and focuses on the 4Cs: Critical Thinking and Problem Solving, Communication, Collaboration, and Creativity and Innovation.

ASSESSMENTS

A variety of school, district and state assessments are administered to students over the course of the year. The purpose of these assessments is to determine student growth and achievement. School and district assessments are analyzed to determine if students are making adequate growth towards mastery of the standards by the end of the school year. State assessments are analyzed to identify any academic trends that need to be addressed through instructional modifications.

BRING YOUR OWN DEVICE (BYOD)

Hulstrom K-8 is a **Bring Your Own Device** school!

Students are highly encouraged to come to school with a personal device in a case and headphones to enhance and support learning. Students K-2 are encouraged to bring an iPad and students 3-8 should bring a Chromebook. Students will use devices daily as tools to support their learning. If this is a financial concern, please contact Hulstrom administration. We have a limited amount of school devices that can be utilized during the school day for students. More information about the BYOD policy can be found on our website.

GRADING

- All grading is standards-based.
- Grades received are not based on behavior.
- Hulstrom K-8 School utilizes the standardized district report card.
- Official notification is given at the nine week mark (mid-terms) and at the end of the eighteen week semester (report card).
- Student's progress will be given by unofficial notification at a minimum nine weeks.
- If you have a concern, please contact the teacher, counselor, or an administrator for assistance.

HOMEWORK, MAKE UP WORK, INCOMPLETE WORK

- All homework is relevant to what is being taught in class, can be done independently, and is practice and generally not new material.
- Homework will be assigned four nights a week, with an expectation that the only weekend homework will be longer-term, on-going projects or make up work.
- Expected homework and nightly reading should fall into the following ranges: (All homework times are averages. Please keep in mind that depending on your child's speed and ability, these times may vary.)
 - Kindergarten – 25 minutes per night
 - First Grade – 25 – 30 minutes per night
 - Second Grade – 25 – 30 minutes per night
 - Third Grade – 25 – 30 minutes per night
 - Fourth Grade – 25 – 30 minutes per night
 - Fifth Grade – 25 – 30 minutes per night
 - K – 3 should include 10 – 15 minutes of read aloud each evening within this time frame
- When students are absent, it is their responsibility to check with the teacher to get the make-up work. As per Superintendent policy, students have the number of days equal to the time they are absent, plus a day in order to make up work for full credit. When absences are excused, students may make up work for full credit.
- Classroom teachers will provide make-up work for students after they return from an extended absence, unless other arrangements are made prior to the extended absence.
- Grading practices and homework expectations will be explained in grade level handbooks.

INTERVENTIONS

- Individual progress is continually monitored through classroom, district, and state assessments to identify those students who need more or different opportunities to address areas of weakness or exceptional strength.

- Professional Learning Communities (PLC) and Multi-Tiered Systems of Support (MTSS) teams work hand in hand to support student learning.
- If concerns arise, please contact your student's teacher(s).

PARENTS SUPPORTING STUDENT SUCCESS

- Help us support learning for every child every day.
- Send your child to school ready to learn.
- Make sure your child is healthy, well rested, and has had a good breakfast.
- Make sure your child is at school and on time.
- Spend time with your child discussing what he/she learned at school.
- Develop good study habits at home for completing homework.
- Attend school functions and parent/teacher conferences.
- Make time regularly for family activities and family conversations.
- When possible, volunteer in the classroom (arranged by program or teacher) or at whole school events.
- Develop a positive rapport with school and teacher.
- Reviewing work from Wednesday folders each week.
- Check the school and classroom website at least weekly for important updates, homework, and information.

Student Academic Needs

At Hulstrom K- 8, we will:

- Maintain high expectations for all students
- Provide differentiated learning or instruction
- Provide teacher-directed instruction as well as collaborative group learning
- Embed technology in all areas as a tool to enhance learning
- Offer all students the opportunity to collaborate with Digital Literacy Teacher
- Provide instruction is designed to encourage higher level thinking
- Incorporate the 4 C's (Collaboration, Creativity, Communication, and Critical Thinking) into instruction and hold students accountable for using the 4 C's in assignments and projects
- Hold students accountable for spelling, grammar, and penmanship in written assignment
- Provide opportunities for open-ended learning
- Promote the appreciation of diversity and cultural understanding
- Provide independent study opportunities when appropriate
- Target students' interests, learning styles and special talents
- Offer in-depth, interdisciplinary units based on district units of study
- Provide opportunities for choice
- Provide students with opportunities to operate a faster pace and higher academic level when appropriate
- Address the social and emotional needs of students
- Hold students accountable for producing high quality work

Behavior Expectations and Support

ALL STAR REWARDS

- A year-long project this year will be developing a Multi-Tiered Systems of Support (MTSS) program to build in positive behavior support. For more information, see MTSS under the Visitors and Volunteers section.

DISCIPLINE

- Expectations, rewards, and disciplinary actions are developed for the purpose of allowing teachers to teach and students to learn in a positive environment with as few interruptions as possible and to ensure the safety of students.
- Students are taught to be responsible for their own conduct and decisions.
- District policy and discipline matrix are used and parents are kept informed of disciplinary action. Each parent should read and become familiar with the “Adams 12 Five Star School Parent Resource Guide” document.
- When discipline issues arise in classrooms, teachers are asked to handle minor problems in the classroom with the student and possibly the parent. Students with a major discipline problem or repeated minor problems will be sent to the office. When a student is sent to the office, he/she will be asked to fill out a “discipline debriefing/reflecting” sheet. Younger students will fill out a “stop and think” plan. They will also speak to an administrator about their behavior. Please review your program handbook or classroom rules for your child’s specific program/classroom discipline policy.

HULSTROM K-8 SCHOOL/ADAMS 12 FIVE STAR SCHOOLS DISCIPLINE MATRIX

- Policy references may include only summaries. Please refer to Superintendent Policy Handbook for exact policy terminology.
- Violations include offenses that occur on school grounds, in a school vehicle, or in connection with or at a school activity.
- Off campus violations may also result in school disciplinary action as described in Class IV below.
- Appropriate consequences for violations other than Class I violations shall be discretionary based upon the severity of the event and the circumstances.

CLASSES OF VIOLATIONS	POLICY 5145.4 REFERENCE	INTERVENTIONS OR CONSEQUENCES
<p>Class One Violations Policy 5145.4 – 3.1 (some also described in 2.0)</p> <p>Violations at school, on school/district grounds, at a school activity, or in a school vehicle, which, if supported by a preponderance of evidence, shall result in a mandatory</p>	<p>As defined by law: (3.1.1-3.1.2) Carrying, bringing, using or possessing a dangerous weapon (3.1.5) Sale of a drug or controlled substance, including alcohol (3.1.6) Robbery (3.1.7) 1st or 2nd Degree Assault (3.1.8 & 4.0) Habitually Disruptive – 3rd step</p>	<p>Required Actions for Class I Violations:</p> <ul style="list-style-type: none"> • Referral to Law Enforcement • Suspension Pending Expulsion Proceedings • Expulsion Proceedings

<p>expulsion referral for the first offense.</p> <p>Class Two Violations Policy 5145.4 – 3.2 (some also described in 2.0)</p> <p>Violations and/or disruptive actions which, if supported by a preponderance of evidence, may result in corrective action up to suspension or expulsion for the first offense and are likely to be designated as a “disruptive act” toward declaration as a “habitually disruptive student”.</p>	<p>(3.2.1) Fighting</p> <p>(3.2.2) Encouraging fighting or assault including verbal insults, taunts or challenges.</p> <p>(3.2.3) Vandalism or willful destruction of school or personal (employee or student) property</p> <p>(3.2.4) Bringing, possessing, consuming, use, being under the influence, transfer or distribution (noted in section 2.14) of a drug or controlled substance or possessing drug or alcohol paraphernalia.</p> <p>(3.2.5) Intentional harassment, bullying, intimidation or physical or verbal abuse. Also includes repeated touching or following of a person, threatening, hazing or initiations.</p> <p>(3.2.6) Sexual harassment (See also Policy 8400)</p>	
	<p>(3.2.7) Physical or verbal abuse, including use of lewd or obscene language or involvement in lewd or obscene conduct. Also includes ethnic or racial slurs, or derogatory statements. Also includes any intimidation based on race, disability, religion, national origin or gender.</p> <p>(3.2.8 & 2.2) Repeated or substantial disrespect to or defiance of authority</p> <p>(3.2.9) Possession or use of any dangerous item.</p> <p>(2.1) Repeated interference with a school’s ability to provide educational opportunities to other students.</p> <p>(2.13) Gang-related activity (further defined in Policy 5140 – Safe Schools)</p> <p>(2.16) Rioting or illegal demonstrations</p>	<p>Discretionary Actions for Class II, III, IV Violations (Including Intervention and Disciplinary Measures) - As appropriate based on factors including but not limited to: Nature/Severity of Offense, History of Offenses, Campus/District Policies and Available Resources.</p> <ul style="list-style-type: none"> • Warn, counsel, teach appropriate behaviors • Verbal or written apology • Complete

<p>Class Three Violations and Discretionary Violations Policy 5145.4 – 3.3 (some also described in 2.0)</p> <p>Violations for which disciplinary action is discretionary, up to or including suspension or expulsion for the first offense, and may be designated as a “disruptive act” toward designation as a “habitually disruptive student”.</p>	<p>(3.3.1) Stealing or borrowing without authorization. (See also theft in section 2.3)</p> <p>(3.3.2) Profanity.</p> <p>(3.3.3) Academic dishonesty</p> <p>(3.3.4) Failure to attend detention</p> <p>(3.3.5) Indecent or improper dress</p> <p>(3.3.6) Violation of Safe Schools Policy 5139 – Electronic Communication Devices or 5140- Safe Schools.</p> <p>(3.3.7) Violation of Internet / Technology Policy 6300 (including threats not otherwise defined in 3.2.5)</p> <p>(3.3.8) Forgery or counterfeiting of documents or currency</p> <p>(3.3.9) Unsafe operation of a motor vehicle on school property</p> <p>(3.3.10) Violations of other district or campus policies not noted</p> <p>(3.3.11) Any other behavior which interferes with or disrupts the educational process</p> <p>(2.9) False accusations</p> <p>(2.10) Slanderous or libelous materials</p> <p>(2.15) Tobacco violations</p>	<p>Debriefing/Reflection sheet or Stop & Think sheet (draw or write about appropriate behavior)</p> <ul style="list-style-type: none"> • Student or school calling parent • Conference (teacher with parent & student) Conference (administrator with parent & student) Conference – School Resource Officer • Counselor referral Contract: behavior, academic and/or attendance Behavior intervention/support plan <p>Detention: lunch,</p>
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<p>Class Four Offenses Policy 5145.4 – 3.4 (some also described in 2.0)</p> <p>Violations that occur off campus, but are likely to be detrimental to the welfare or safety of pupils or school personnel. Based upon circumstances, discipline is discretionary, up to an including suspension or expulsion, or denial of admission for the first offense.</p>	<p>(2.6) Behavior on or off school property which is detrimental to the Welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or others.</p> <p>(2.17) Having been expelled in any school district during the preceding 12 months</p> <p>(2.18) Behavior in another school district in the preceding 12 months that is detrimental to welfare or safety of other pupils or school personnel</p>	<p>before or after School After hours with Saturday School</p> <ul style="list-style-type: none"> • Loss of privileges or extra-curricular activities • Referral to intervention team Referral to education/counseling program • Restitution (replacement, monetary, time, service) Referral to law enforcement • Referral to truancy court • Referral to Alternative to Suspension program Parent “shadow” child at school Development of a Remedial Discipline Plan • In-school suspension • Out-of-school suspension • Referral to district expulsion hearing • Referral to Alternative to Expulsion Program • Expulsion from school
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DRESS CODE

- Students should dress in a manner that is appropriate, denotes sound reasoning, and is not distracting at any time. Our intent is to continue to support the concept of free expression and personality through dress and behavior. However, anything that causes or has the potential of causing embarrassment, derisive, or derogatory comments or class disruption will not be allowed.
- Adams 12 District dress code will apply at all times. (Please refer to Parent Resource Guide.)
- Gym shoes must be non-marking soles and must be worn for PE classes.
- Shorts must be worn under skirts.
- Shorts should be approximately mid-thigh length.

- Halter-tops/spaghetti strap and/or no sleeve tops may not be worn.
- The entire shoulder must be covered.
- ELEMENTARY STUDENTS - Flip-flops and heels should not be worn to school; *however*, MIDDLE SCHOOL STUDENTS are allowed Flip-flops and heels in school.
- Hats may not be worn inside the school building.

INTERNET SAFETY AND CODE OF CONDUCT

All students are required to read and understand the expectations regarding internet safety and code of conduct. Parents/Guardians must also read and understand the expectations. Students and parents/guardians must sign the necessary forms on an annual basis and return to school.

STAYING AFTER SCHOOL

- Students remaining in the building after school must be under the immediate supervision of the teacher who is responsible for supervising them.
- Teachers who keep a student beyond a 15-minute period after school will inform parents in advance.
- If keeping a child after school beyond 3:00 p.m. is a problem, the teacher and the parent will work out an alternative solution.

Middle School

Core Class Information

Check the syllabus, your student's planner, and classroom teacher page on the Hulstrom website at www.hulstrom.adams12.org

Teacher Contact Information

Hulstrom teachers are on Adams 12 standard district Gmail and have extensions within the school. A parent/guardian may reach the teachers via the phone numbers and emails listed on the Hulstrom website at <http://www.hulstrom.adams12.org> under the staff tab. Information is under each of the homeroom tabs.

Counselor Information

Ms. Pierre-Johnson, our school counselor, works with students on academic, personal/social and career related issues. 720-972-6926 Amy.Pierre-Johnson@Adams12.org

Cafeteria Information

If you have questions regarding the cafeteria or your student's lunch account, please contact the Cafeteria Manager at: 720-972-5413.

Hulstrom Clinic

Please contact our nurse Crystal Wieland at 720-972-5405 if you have medical concerns about your child or if you need to inform the school of allergies, medications, etc.

Middle School Student Characteristics

Students who are most successful in the Hulstrom 6-8 Program exhibit the following characteristics:

- High motivation
- **Independence**- task completion, checking grades and missed work
- Enthusiasm for academic learning
- High potential for achievement and production
- Creative and critical thinker
- Responsible for self and materials, and for “getting stuff done”
- Follows Hulstrom and individual classroom expectations
- Emotional and social maturity
- Healthy and age appropriate risk-taking
- Parental support and encouragement
- Values quality of work and related practice
- Prepared to work on grade level and above
- Flexible learning style
- Daily participation and engagement
- Self-Advocacy

Middle school students will be exposed to different learning environments as well as different teaching methods from multiple teachers. This is different from an elementary school setting. Middle school core content is based on state standards and consistency is seen throughout the programs, which may look different than elementary. Infinite Campus is an “open” grade book that is accessible to students and parents at all times.

Teacher Characteristics

Certain characteristics and strengths are needed to teach our unique learners.

An effective Hulstrom 6-8 teacher often exhibits these characteristics:

- Expects excellence/ high achievement from ALL students and from self
- Mature, experienced, self-confident
- Is imaginative, creative, flexible, open to change, stimulating
- Strives for joyful learning and uses positive energy and humor
- Collaborates with students in learning
- Is enthusiastic about learning, teaching, and professional development
- Uses best practices based on research (plans, organizes, & delivers effective instruction, uses data, focuses on the essentials, reflects upon and refines instructional practices)
- Is highly intelligent, has cultural and intellectual interests, broad general content and extended knowledge
- Relates well with talented people
- Can see things from students’ point of view
- Respects individuality, personal self-image, and integrity
- Recognizes, respects, and appreciates individual differences
- Can evaluate students objectively and honestly while keeping the whole child in mind
- Teaches students to evaluate for themselves, help students make their own sense of ideas

PARENTAL SUPPORT

Hulstrom and the 6-8 Team are committed to providing a quality level of instruction for all students. We realize that a vital part of the academic and social growth of each student starts at home with the guidance of parents. In order to ensure the success of all students, we ask that parents and teachers maintain open communication throughout the school year. In addition, we ask that parents and their student consider the following 6-8 expectations as a guideline for success at Hulstrom.

IMPORTANCE OF SCHOOL SUCCESS

- Encourage your child to do his/her best at school.
- Model achievement – be an achiever yourself, but also share with your children, realistic and positive views of achievement.
- Support and celebrate your student’s successes in academics, behavior, attendance, extracurricular activities, athletics, etc.

FOCUS ON ACADEMIC SUCCESS

- Support a variety of academic enrichment activities.
- Set a consistent time and place for homework to be completed.
- Ensure your child has the needed materials for routine schoolwork and special projects. If required supplies are unavailable, please contact the teacher with your concerns.
- Keep updated about what your child is learning through the review of his/her student planner, teacher pages, the Hulstrom website, and periodic newsletters and announcements sent home from Hulstrom.

BUILDING RESPONSIBILITY and RESPECT

- Encourage your child to have a healthy routine of eating, sleeping, and exercise at home.
- Encourage your child to find a healthy balance between academics, extra-curricular activities, and family activities.
- Ensure that your child attends school every day.
- Stay apprised of the school activities in which your child may participate. Middle school is an important time for both academic and social development. Encourage and support your child’s involvement in extra-curricular activities if possible.
- Encourage your child to have respect for self and others, to understand the value of hard work, to take personal responsibility for their learning and actions, and be a self-advocate while in grades 6-8 (and beyond).
- Read and discuss the code of conduct in the Hulstrom Handbook/Calendar. With your child, discuss that there are specific consequences (both positive and negative) for choices they make at school.
- Monitor the media that your student is viewing, listening to, or participating in including television, music, email, IM, video games, etc. In the “age of technology” students have a wealth of information at their fingertips, and a variety of ways to use this technology both in a positive or a negative manner. Work with your child to make informed decisions on how and when he/she uses these technology tools.

COMMUNICATING WITH THE SCHOOL

We encourage you to contact us when you have a question. We will respond as soon as possible and within 2 school days, except in special circumstances. Please keep in mind, our 6-8 teachers work with 100+ students a day. Please do not contact your student’s teachers at home unless a teacher has specifically asked you to do so. The following suggestions will help ensure the success of your student at Hulstrom in the Middle School Program:

- Communicate regularly with your child's teacher(s). Contact them to discuss concerns or to celebrate success.
- Monitor the Infinite Campus Open Gradebook for updates on your child’s progress and current grades.
- Ensure that your contact information (phone, address, and email) are correct and on file at Hulstrom in case of an emergency. Infinite Campus is used in the Adams 12 School District for progress monitoring of your student’s work. You may access it using the link on the Hulstrom website or at <https://ic.adams12.org/campus/portal/adams12.jsp>.
- Attend school events and activities to support your student and the Hulstrom community.
- Attend parent-teacher conferences (see conference information for more specifics).

- Listen to your child's concerns about school. Encourage *self-advocacy* from your child. If your student needs support with their concerns, act upon these concerns in a helpful, supportive way.
- When possible, volunteer to help at the school or with a class or school project or function.

Assignment Policies and Expectations

Assignments play an integral role in the academic development of your student. Each student will have a variety of work each day from both core and elective teachers. You have chosen Hulstrom because it is an academically rigorous program. Your student will have more work than the standard middle school student due to the advanced level of learning in our classes. Students should generally expect to work on math and language arts assignments daily. Students will record assignments in their planners during class each day. If work is not assigned in a particular class, students are expected to record "NONE" in that subject's box in their planner.

Students in grades 6-8 will have various amounts of work to be completed at home. This amount will be greatly influenced by the student's utilization of in-class work-time and study hall time (when offered), individual strengths and challenges, student attitudes and routines, as well as short and long-term planning for special projects and activities.

It is imperative that students and parents understand that a key part of the social development of our students is the participation in extracurricular activities. However, it needs to be noted that students are not exempt from assignment requirements or classroom expectations due to involvement in extracurricular activities.

Late/Missing Work

Low grades are nearly always caused by students not completing assigned work or not meeting the standard on specific assessments. Specific requirements for formative and summative work and assessments can be found on each middle school teacher's individual class syllabi which are handed out at the start of the school year, and are posted on the individual teacher pages. Due to standards based grading, students are not penalized for late practice work but are expected to complete it. Some assignments, such as a summative assessment or a long term assignment may not be accepted late. It is helpful to check IC weekly to keep track of what has been received by the teacher.

Absences

Students who are absent at Hulstrom are held to the district and school standards for absences and make-up work. It is the student's responsibility to get his/her missing assignments when returning from an absence. First, students may check the teacher pages to get missing class work and assignments. Next, students may ask their teacher(s) for clarification on make-up assignments as necessary. If a student is absent from school for **three or more days**, parents may request homework from the 6-8 team by emailing the teacher. The team will have work ready for you in the front office at 3:15 pm on **the day following the request**. Please note that teachers will not gather books and supplies from student lockers. If a student needs supplies from his/her locker during an absence, a parent will need to check-in at the front office and personally gather the needed supplies from the student's locker.

Communication

Please keep in mind that as middle school students, it is ultimately the students' responsibility to know how they are doing in class, what work they may be missing, and to be the primary person responsible for communication between home and school.

Hulstrom teachers are on Adams 12 standard district email and have extensions within the school. A parent/guardian may contact teachers via the phone numbers and emails listed on the Hulstrom website at <http://www.hulstrom.adams12.org/> under the staff tab on the left margin.

School notices and newsletters, Hulstrom PTA newsletters, and other information and important events are listed on the Hulstrom website and teachers maintain an individual website as well.

Individual classroom sites are maintained by each classroom teacher and reflect announcements for their specific classes and assignments. They are located under the directory of teachers on the Hulstrom website at: <http://hulstrom.adams12.org/home>.

We encourage you to contact us when you have a question/concern. We will respond as soon as possible and within 2 school days, except in special circumstances. Please do not contact your student's teachers at home unless a teacher has specifically asked you to do so.

Student Planner

All students will be asked to record information in their planner each day. It is a student's responsibility to keep his/her planner updated. All boxes for core academic subjects should contain daily information. If no assignments are assigned in a particular class, students are expected to record "NONE" in that subject's box in their planner. If you have questions about assignments, due dates, or anything else, please look first in your student's planner or teacher page.

Conferences

Regularly Scheduled Conferences

At Hulstrom we value open communication with our families. Regular parent-teacher conferences are an integral part of this communication process at Hulstrom and **are mandatory for students and parents**. Time is set aside for scheduled conferences twice a year. Families will need to schedule a time to meet with their student's teachers in the fall and again in the spring. At-risk conferences are held on an as-needed basis and your student's homeroom teacher will contact you if one needs to be scheduled.

Questions/Conferences via email and phone

Email is often the most convenient way to get in touch with a teacher and often many questions and concerns can be handled quite efficiently this way. When a question/concern is sent to a teacher that we feel needs to be shared with the rest of the team we will copy the rest of the students' teachers with our response email or share the discussion information during our team meetings as appropriate.

Team request for parent conference

Request for a conference other times outside of the regular conference times may be made by the team if a student is not making satisfactory progress or for other individual concerns. These conferences are typically scheduled during team planning time.

Parent request for a team conference

While we find that most situations can be resolved via phone or email, parents may request a conference with a teacher/team if there are concerns that are best handled in-person. If a conference is mutually agreed upon, at least two of the student's core teachers will attend, and all attempts will be made to schedule these meetings during team planning time.

Grading Policies

The Hulstrom 6-8 team operates on a standards-based grading system, including both formative and summative assessments. Please be sure to consult the individual class syllabus for more specific information regarding expectations and grading policies.

Types of Academic Intervention

Academic intervention is required for non-proficient students per Hulstrom policy.

Additional accommodations and interventions (for example: extended time) are enacted on an individual

student level and on an as-needed basis. If an intervention is suggested for your student, the appropriate teacher will contact you with information.

Content Awards

Content award certificates are given at the end of each year for outstanding students in each academic content area at each grade level.

Other Awards

Other special electives, national, and state awards are given each year to students at the end of the year awards ceremonies.

Discipline Expectations

Hulstrom students are held to high academic and behavioral expectations. The middle school team follows an honor code that includes the expectations of being respectful, responsible, safe, and prepared. Please see the honor code below.

Honor Code Statement:

I promise that I will not lie, cheat or steal during my tenure at Hulstrom. I also understand that I am on my honor to perform to the best of my abilities in the classroom while being prepared, respectful, responsible and safe. I understand that there will be consequences for violation of this honor code while I am a student at Hulstrom.

Detention may be assigned by classroom teachers for classroom choices/behaviors not requiring a meeting with the administration. Lunch detention is coordinated by staff. Hulstrom follows the district discipline policies and dress code policy. Please be sure that both you and your student understand the dress code expectations. The description is in your Hulstrom Parent Calendar/Handbook in the district policies section near the back.

Gum, candy, sodas, and coffee are often popular items with middle school students. Gum, candy, sodas, energy drinks, and coffee are not allowed in the classrooms, hallways, or lockers due to health and sanitary reasons. We have a NO GUM policy for students at Hulstrom. Clear water is allowed for students in a water bottle with a tightly closed lid. Please help us keep our building looking beautiful, and our students healthy.

Snack Time

Because of the late lunch hour for many students, healthy snacks may be eaten during one designated period daily which will be announced at the beginning of the school year. Students are encouraged to bring healthy items in reusable containers. Sweets and “junk food” are not allowed. Please remember that many packaged breakfast food items are high in sugar content. Fruit, cheese, pretzels, crackers, etc are good choices for this time.

Electronic Devices

Student cell phones and other electronic devices must remain in student lockers in the silent or off position during the school day unless specifically being used for an academic activity per teacher approval. When confiscated from a student during the school day, any of these items will be turned over to the administration. For a first offense, an administrator will notify the parent/guardian that the item was taken away from the student and that the parent/guardian may pick up the item from the office. If additional offenses occur, the student will receive a referral due to district Superintendent Policy. Other tech items may be brought in at your own risk for educational purposes only (Kindles, laptops, IPADS, etc.)

Attendance & Tardy Policies

Hulstrom strives for excellence in academic achievement. This is accomplished through regular attendance at our school. If your student will be absent on a school day, please notify the office by calling the attendance line

listed in the contact list at the front of your handbook. District policy states that a student will receive the number of school days absent plus one additional day to submit work for full credit. This applies to EXCUSED absences only and the late policy will apply after this time. It is a student's responsibility to find out what work was missed and to turn it in by the due day. If make-up work is not submitted by 3:00 pm on the day it is due, it is now late.

Long-term absences must be approved by the Hulstrom administration. After discussing the absence with the administration, please notify the 6-8 Team. Hulstrom policy states that make-up work will be obtained **after** the student returns from the absence.

Please note some changes from students' K-5 attendance policies. Students in grades 6-8 are expected to be in their first hour class, with their classroom supplies when the tardy bell rings. Students must arrive at school with enough time to go to their lockers before first hour, as they are NOT allowed to carry their backpacks/bags/lunches/etc. to class.

Enrichment Opportunities

Activities, clubs, and enrichments are determined on a year to year basis. Some examples might include:

National Junior Honor Society
National Junior Art Honor Society
Student Council (STUCO)
Student Newspaper/ Journalism
Eco Club
Geo Bee
Intramural Athletics
Science Fair
Pi Day/Einstein's birthday celebration

Destination Imagination
Math Counts
Intramural Sports
Drama
History Club
Spelling Bee
Various Enrichments
World Affairs Challenge
Battle of the Books