



Hulstrom K-8

Student/Parent Handbook

A School for Advanced Academics and Gifted Education 2019-2020

Hulstrom's Mission and Vision:

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

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

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 7:35am – 2:50pm

Wednesday-Early Release K-8 7:35am – 1:20pm

BASE Monday, Tuesday, Thursday, Friday – 6:30am – 7:35am and 2:50 pm – 6:00pm

BASE Wednesday – 1:20pm – 6:00pm

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Academic Programming

Curriculum

Elementary Curriculum

- English Language Arts (Reading and Writing):
 - College of William and Mary English Language Arts Units
 - District Units of Studies (Used to supplement as needed)
 - Kaplan's Depth and Complexity prompts and content imperatives Integrated Throughout
- Math:
 - Everyday Math 4
 - Kaplan's Depth and Complexity prompts and content imperatives Integrated Throughout
- Science:
 - FOSS Kits
 - Kaplan's Depth and Complexity prompts and content imperatives Integrated Throughout
 - Social Studies:
 - District Units of Studies
 - Kaplan's Depth and Complexity Integrated Throughout
- Social Emotional:
 - Restorative Practices
 - Second Step Curriculum K-5
 - School developed social emotional lessons focused on gifted learners

Middle School

- English Language Arts (Reading and Writing):
 - College of William and Mary English Language Arts Units
 - District Units of Studies (Used to supplement as needed)
 - Kaplan's Depth and Complexity prompts and content imperatives Integrated Throughout
 - Advanced curriculum for Vanderbilt University's Programs for Talented Youth
- Math:
 - Big Ideas Math (6th through 8th grade)
- Science:
 - District Units of Studies
 - Kaplan's Depth and Complexity prompts and content imperatives Integrated Throughout
- Social Studies:
 - District Units of Studies
 - Kaplan's Depth and Complexity Integrated Throughout
- Social Emotional
 - School developed social emotional lessons focused on Gifted Learners

Depth and Complexity used throughout the school

- Throughout Hulstrom our staff integrates Sandra Kaplan’s Depth and Complexity and Content Imperative Prompts, into our curriculum and instruction. “The Depth and Complexity Icons are visual prompts designed to help students go beyond surface level understanding of a concept and enhance their ability to think critically. These critical thinking tools help students dig deeper into a concept (*depth*) and understand that concept with greater *complexity*” (*envisiongifted.com, 2017*).
- There are eleven prompts including language of the discipline, details, patterns, rules, trends, unanswered questions, ethics, big idea, over time, multiple perspectives, and across disciplines. The content imperative prompts include origin, contribution, paradox, parallel and convergence. These prompts can be employed autonomously or in combination with other prompts based on the purpose of the lesson as determined by the teacher.

Grading

- All grading is standards-based, meaning a “4” exceeds the expectations of a given standard, a “3” meets the expectations of a given standard, a “2” is approaching the expectations of a given standard, and “1” is not meeting the expectations of a given standard.
- Content grades are not based on behavior. Scholarly Habits are graded separately.
- 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, is practice, and generally is not new material. All students grades 3-6 will be completing a daily planner to build organization and time management skills. These planners also serve as daily communication between the school and families
- 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 – 10 minutes per night
 - First Grade – 15 minutes per night
 - Second Grade – 20 minutes per night
 - Third Grade – 30 minutes per night
 - Fourth Grade – 40 minutes per night
 - Fifth Grade – 50 minutes per night
 - Middle School below

Middle School 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. Students should generally expect to have 60-90 minutes of work each night, which includes 30 minutes of daily, independent reading (please note: if your student is **regularly and routinely** spending **more than 90 minutes a night on homework**, please contact your student's teachers). Students will record assignments in their individual planners, whether traditional or electronic, during class each day. If work is not assigned in a particular class, students are expected to record "NONE".
- 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.

Additionally:

- Students should not be exceeding the above times. GT and Advanced students can struggle with perfectionism, executive functioning and procrastination amongst other academic challenges. If students are exceeding the allotted homework time on a nightly basis, please reach out to the teachers or counselors for assistance
- 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 a 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.

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.

Intramural Sports / Extra-Curricular Activities and Enrichment Opportunities

- 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. For older students, please visit the Hulstrom Website. You may then enroll your child in an activity that sparks his/her interest. Please see Hulstrom Website for a comprehensive list of all enrichment programs
- Talent Development: Students in 5th through 8th grade will have the opportunity to explore their talents during a modified scheduled time on Tuesdays beginning second semester. Many time parents volunteer to share their expertise with students to teach them enhanced skills such as Sign Language, Marketing,

Communication

Communication From the School

- The Hulstrom website is filled with information regarding upcoming dates and general school information.
- Elementary parents will receive Wednesday Folders every Wednesday to keep parents informed of their child's progress and other important school items.
 - We depend on the students' integrity to take all the work home to show the parents. *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. Please try to attend on your scheduled conference days. 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 concern, create goals to address those areas in need, and progress monitor those goals over time.
- Every teacher sets up a system through which they communicate with parents in an ongoing manner. This may include: Wednesday folders, student planners, a conference/meeting, voice mail or email. 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.
- Middle School Students and parents should check the course syllabus, your student's planner, and classroom teacher page on the [Hulstrom website](#).
- Hulstrom teachers can be contacted through Adams 12 district e-mail and have extensions within the school.
- A parent/guardian may reach the teachers via the e-mail addresses (preferred) and telephone numbers listed on the Hulstrom website at hulstrom.adams12.org under the "About" section and "Staff Directory" tab.
- 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.
- 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.

3rd through 6th grade students will receive a student planner

- All students will be asked to record information in their individual planner each day. It is a student's responsibility to keep his/her planner updated.
- Core academic subjects should contain daily information.
- If no assignments are assigned in a particular class, students are expected to record "NONE" for that subject. If you have questions about assignments, due dates, or anything else, please look first in your student's planner or teacher class page at hulstrom.adams12.org.
- Hulstrom **6th graders** are **required** to use the Hulstrom school planner. 7th and 8th graders may choose their own digital or paper planner.

Counselor, Psychologist and Social Emotional Learning Specialist (SEL) Information

- Our School Counselor, Psychologist and SEL work with all students on academic, personal, social, and career-related issues. Please call the main office at **720-972-5400** to reach our school support staff.

Communicating Issues/Conflict Resolution:

- When concerns or conflicts arise, it can be a challenge to maintain a positive relationship throughout the problem-solving process. *Please first contact your child's teacher early on when a situation arises.* 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. After working with the teacher, if an agreeable solution is not determined, do not hesitate to contact either the principal or assistant principal.
- 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 time frame, please contact the office so a message can be relayed to the teacher.
- We also invite you to contact the school counselor, psychologist or the Social Emotional Learning Specialist for student concerns that you may want to discuss.

Other Opportunities to Communicate

- **Questions/Conferences Via E-Mail**
 - E-mail 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.
- **Teacher 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 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.

Attendance

Attendance Policies

- As a school for advanced and gifted learners, a significant part of each student's education is derived from classroom participation, activities, discussion, and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit and maintain similar growth as his or her peers within the class. The curriculum used across the contents in all grade levels is grounded in collaboration, communication, creativity, and critical thinking. This is to the benefit of the whole child and requires regular, punctual attendance as the students' learning cannot be replicated via worksheets or any other manner outside of the classroom environment.

- **Family vacations are strongly discouraged except during school related vacation time and will be excused only when prearranged with the principal. **Contact must be made directly with the principal.***
- **Your child will be withdrawn from school if he/she misses 10 days in a row, excused or unexcused, unless the communication is made directly to the principal.*
- District Policy
 - Please view the full District Policy [here](#)
 - Students are considered habitually truant if they have four (4) unexcused absences in a month or ten (10) unexcused absences in a school year
 - Regular, punctual attendance is an expectation at all grade levels, including Kindergarten
 - Parents may excuse up to five (5) absences per semester without documentation. Beyond this, proper documentation must be provided.
 - Chronic Absenteeism is when a student has missed more than 10% of the days with excused and/or unexcused absences while enrolled in the public school during the school year. Chronically absent students are subject to school and district attendance interventions and are reported via Infinite Campus to the Colorado Department of Education.
 - Tardies/Partial Absences:
 - Elementary:
 - Tardy: Entering or departing a class within 60 minutes of the scheduled start or end time.
 - Partial Absence: Entering class more than 60 minutes late but before the midpoint of the attendance period (lunch). This also applies to students being in class beyond midpoint, but departing more than 60 minutes early.
 - Middle School: Entering or departing a class within 10 minutes of the scheduled start or end time.
 - Tardy: Entering or departing a class within 10 minutes of the scheduled start or end time
 - Partial Absence: Entering class more than 10 minutes late but before the midpoint of the attendance period (lunch). This also applies to students being in class beyond midpoint, but departing more than 10 minutes early.
 - Excessive tardies and partial absences that negatively impacts the student's achievement and/or ability to complete make-up work comparable to in-class activities may result in consequences at the discretion of school officials, and may include the initiation of an attendance contract.
- **At 7:35 a.m.** the first bell will ring and students will report directly to their classroom. The tardy bell rings at 7:40 a.m. Students arriving after the 7:40 bell or later are tardy and must report to the office for a pass.
 - Elementary attendance is taken first thing in the morning and again after lunch.
 - Middle School attendance is taken first thing every period.

- 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. [District Policy](#) will be followed in terms of notifying the school community regarding communicable infections and diseases. 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 [District Policy](#), students have a 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 and dental 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 Plans:
 - Plans are created for students who are habitually truant, have chronic absenteeism, or chronic tardies/partial absences.
 - If the plan is not adhered to, magnet enrollment can be terminated, and one of the following may be contacted:
 - Social Services (Under 10 years old possible education neglect)
 - Adams County Court (over 10 years old)
 - District Hearing Office (in district family involvement)

In the Case of Inclement Weather

- When inclement weather occurs, school may be closed or have a delayed start. Please see more information regarding both of these options on the [district website](#).
- Adams 12 Five Star Schools' Communication Office will notify all major radio and television stations of school closures. **Please do not call the school office.** *Listen to a radio or television station, check the website, or facebook 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
 - The “feels like” temperature is 25 degrees or less
 - Playground and blacktop conditions are poor (mud, snow, ice, or standing water)
- 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.

Lunch and Snacks

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 see the website or contact the kitchen manager at 720-972-5413 with questions about lunch.

Snacks

- 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.
- 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. Fruit, cheese, pretzels, crackers, etc are good choices for this time.

Safety

Safe Schools

- 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 any instances or issues to staff members as soon as possible.
- 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 for all staff to view.
- Volunteers may only be in the building during their scheduled volunteer time and may only stay in the area that is designated the volunteer area where the volunteer duties are required.
- 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 in the front office;
 - Send a note and call the office to communicate the following information:
 - The name of the person authorized to pick up your child
 - The reason they will be picking up your child (for attendance purposes)
 - The time he or she will be arriving to pick up your child
 - Whether the child will be returning to school that day

- o **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.
 - o 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.
 - o 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.
 - o For further information on Lock Out, Lock Down, and other crisis procedures, please see the Assistant Principal.
- Under District 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.

Behavior Expectations and Support

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 to speak to an administrator about their behavior. Please review your program handbook or classroom rules for your child’s specific program/classroom discipline policy.

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, in connection with or at a school activity, or offenses which occur off school grounds and interfere with the school environment.
- View the district [discipline matrix](#).

Plagiarism

- Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.
- Students K-4 will be taught about citing sources throughout their educational career here at Hulstrom
- Students 5th and 6th will receive consequences such as learning modules and possibly re-writing the piece that was plagiarized
- 7th and 8th grade students will receive a 0 on any paper or assignment that has been plagiarized

Bring Your Own Device (BYOD)

- 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, so it is critical students have their devices at a school fully charged every day.
- *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.
- Camp AllStar is required to be completed at the beginning of each school year. Camp AllStar includes BYOD registration and the signing user agreements and policies.
- 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.
- More information about the [BYOD policy](#) can be found on our website, including disciplinary actions for the misuse of technology in the building.

Controversial Issues

- In accordance with District Policy 6220, a controversial issue is defined as a prolonged public dispute or debate, usually concerning differing points of view.
- At Hulstrom, we strive to empower our students to learn about and advocate for issues important to them. We also balance the personal rights and beliefs of all students and their families. If a student's individual passion for a project topic is deemed as controversial, the teacher must immediately notify administration during the planning phases. Administration will work with the student, teacher, family, and district to determine appropriateness of content and the manner in which the content will be presented. The content and presentation method must be agreed upon by all involved prior to moving forward with the project. This could mean the presentation is held outside of class with families opting their student(s) into participating in the presentation.
- It is the teacher and student's responsibility to ensure the plan is closely followed. Furthermore, it is the teacher's responsibility to fully evaluate the project prior to the actual presentation.

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, class disruption, derisive, or derogatory comments not be allowed.
- Adams 12 District dress code will apply at all times. (Please refer to Parent Resource Guide.)
- Gym shoes must have non-marking soles and must be worn for PE classes.
- Shorts must be worn under skirts **for Elementary students.**
- 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.
- Flip-flops and heels should not be worn to school for **Elementary Students**; *however*, **Middle School Students** are allowed Flip-flops and heels in school.
- Hats may not be worn inside the school building.

Student Cell Phones

- 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, the student may pick up the phone at the end of the day.
- For a second offense, the administrator will notify the parent/guardian that a phone was taken away from the student and the parent/guardian may pick up the item from the office.

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.
- Parents may not be in the building after 3:00, unless there is a scheduled meeting and the front office has been informed

Thank you for choosing Hulstrom K-8. Please contact our front office for any further information. Below are contacts and information regarding administration, counseling and front office staff.

Front Office Phone: 720-972-5400

Principal: Dr. Colleen Urlik colleen.urlik@adams12.org	Assistant Principal: Ms. Sara Olson sara.k.olson@adams12.org
Counselor: Ms. Guin Husic guinevere.a.husic@adams12.org	Social Em. Learning Specialist: Ms. Kate Marian kathleen.p.marian@adams12.org
Attendance Secretary: Ms. Tracy Hilfer tracy.r.hilfer@adams12.org	Registrar/Admissions: Ms. Deb Hall debbie.hall@adams12.org
Office Manager: Ms. Darla Brand darla.brand@adams12.org	Health Clerk: Ms. Crystal Wieland crystal.wieland@adams12.org
Office Clerk: Ms. Kim Sullivan kim.a.sullivan@adams12.org	Campus Security/Parking Lot: Mr. Matt Lloyd llo015569@adams12.org