

# Five Star Online Student and Parent Handbook 2021-2022



1500 E. 128th Avenue

Thornton, CO 80241

720-972-7430

**Attendance Line:** 720-972-7430

Visit our website: <https://fivestaronline.adams12.org/>

# Table of Contents

## [General School Information](#)

### [Information Related to All Grades \(1st - 12th\)](#)

- [Assessments](#)
- [Attendance/Student Absences](#)
- [Birthday Invitations](#)
- [Building Access](#)
- [Cameras / Video Conferencing](#)
- [Communication from the School](#)
- [Communication with Your Student's Teacher\(s\)](#)
- [Controversial Issues](#)
- [Discipline](#)
- [Emergency Procedures](#)
- [Field Trips](#)
- [Fees](#)
- [Infinite Campus](#)
- [Inclement Weather/School Closure](#)
- [Student Supports](#)
  - [Gifted and Talented \(GT\)](#)
  - [MTSS \(Multi-Tiered Systems of Support\)](#)
  - [Nutrition Services \(Free Breakfasts and Lunches!\)](#)
  - [Safe to Tell](#)
  - [Student and Family Outreach Program \(SFOP\)](#)
  - [Suicide Prevention](#)
- [Student Progress/Grades](#)
- [Student Code of Conduct](#)
- [Student Records](#)
- [Teacher Conferences/Meetings](#)
- [Technology](#)
  - [Appropriate Use](#)
  - [Chromebooks](#)
  - [Internet Access](#)
  - [Schoology](#)
  - [Tech Support](#)

### [Information Related to Secondary Students \(Grades 6-12\)](#)

- [Activities](#)
- [Tardy Policy](#)
- [Cheating/Plagiarism](#)
- [Counseling Office](#)
- [Individual Career and Academic Plan \(ICAP\) and Naviance](#)
- [Syllabus](#)

### [Information Related to High School Students \(Grades 9-12\)](#)

[Academic Letters](#)  
[Advanced Placement](#)  
[Athletics](#)  
[Colorado Digital Learning Solutions \(CDLS\)](#)  
[Course Credit and Grade Point Average \(GPA\)](#)  
[FFCTE Courses \(Bollman and Washington Square\)](#)  
[Final Exams](#)  
[Grading Policy](#)  
[Graduation](#)  
[Letters of Recommendation](#)  
[Reclassification for Seniors](#)  
[Schedule Changes](#)  
[Transcript Requests](#)

[INFORMATION AVAILABLE ON DISTRICT WEBSITE](#)

NOTE: The information contained in this handbook is designed to help keep students and parents informed of the policies and procedures that will be followed by Adams 12 Five Star Online during the 2021-2022 school year. Revisions may occur to this handbook to ensure alignment with District Policies and/or applicable law.

# General School Information

## Important Phone Numbers

Main Office (Hours 7:30 a.m. - 4:00 p.m.): 720-972-7430

Fax Line: 720-972-7499

Attendance Line (available 24 hours a day): 720-972-7430 (press "1") when prompted

\*Please call before 8 a.m. if your student will be absent or tardy.

## School Hours

Monday, Tuesday, Thursday, and Friday: 7:45 - 3:30

Wednesday (early release): 7:45 - 1:00. *This includes Academic Support/Office hours from 7:45 - 8:20.*

Delayed Start: 9:45 - 3:30

*Please see the more detailed bell schedule on the school webpage.*

## Administrative and Office Staff

Adria Moersen	Principal	adria.m.moersen@adams12.org	720-972-7433
Rebecca Turner	Assistant Principal	rebecca.m.turner@adams12.org	720-972-7432
Amy Holton	Registrar	amy.holton@adams12.org	720-972-7434
Nikela Lyke	Office Manager	nikela.m.lyke@adams12.org	720-972-7431

# Information Related to All Grades (1st - 12th)

## Assessments

Students will take assessments throughout the year to support teachers in making informed decisions about student progress. Some assessments (such as CMAS and PSAT/SAT) will only be administered in person. Once dates for these in-person assessments are determined, they will be communicated to families. Information on opting out of state-required assessments will be provided to parents/guardians as indicated by Colorado Department of Education policies.

## Attendance/Student Absences

Attending regularly is a key to student success. We will host synchronous, live instruction each day.

- Students are considered to be in attendance if they log into the live, virtual class and verify their presence with video.<sup>1</sup> The teacher will then mark the student as present in Infinite Campus.
  - Elementary students are expected to join and remain logged into each content session in order to be marked present for the day. This includes specials. Attendance is taken in the AM and PM. Please note that any early departure or late arrival should be reported to the attendance line.
  - Secondary students are expected to join every scheduled period of the day and remain logged into each class in order to be marked present for the period.
- In case of connectivity issues, parents or guardians may call the school's attendance line to confirm that the student is working independently at home and the attendance will be modified accordingly.

**Absences must be reported on the school's attendance line,** even if the teacher has been informed of the absence. This includes any early departures or late arrivals. The school's attendance line may be called at any time to report an absence or tardy.

Please refer to [District Policy 5020](#) for more information on excused/unexcused absences and the consequences for habitual absenteeism.

## Birthday Invitations

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations outside of the virtual classroom.

## Building Access

Five Star Online (FSO) students may not be on site at a district school during the school day. Learning Pods are not being offered for the 21-22 school year. If students are participating in athletics or activities on site after school, they will need to check in with the main office as directed by that school's administration. *Please see the exception for classes at Bollman and Washington Square below.*

## Cameras / Video Conferencing

Teachers will use Google Meets or Zoom to connect to students during each class period. Students will learn the basic functionalities of these tools, such as raising hands, typing in the chat box, and using break-out rooms.

---

<sup>1</sup> In accordance with C.R.S. 22-1-131(3)(b), exceptions to this requirement will be made if the student's technology does not allow the student to provide a live digital image of the student while the student participates in the live, virtual class.

Teachers seeing students (and students seeing one another) helps teachers to check for understanding and for students to feel connected to their peers. For this reason, teachers will be asking students to turn their cameras on during some portions of class.

**Cameras On:** Students will be asked to turn on their web camera during some key instructional periods during class, such as

- Taking attendance
- Participating in small-group discussions in break-out rooms
- Participating in Socratic seminars/discussions
- Participating in small group guided instruction
- Demonstrating a physical or musical skill during PE or Art class
- Prepared speeches or presentations

**Cameras Off:** Students will be given ample opportunities to turn their web cameras off during class as well; these opportunities will make up **at least half** the time of any class period. Such times might include the following:

- Taking notes while listening to direct instruction
- Working independently
- Watching films/video clips
- Watching other students present information

Student use of web cameras during one-on-one help sessions or office hours will always be optional and at the discretion of the student and parent.

There are a variety of tools that students can use to increase the privacy of their physical environment while their cameras are on, such as blurring the back-ground or using a pre-created background through Zoom or Meets. Teachers will support students in learning these techniques.

Should you have concerns about your child turning on their camera at key instructional moments as defined above, please reach out to your child's teachers or the school administration.

## **Cell Phones and Electronic Devices**

In accordance with District Policy [5030](#), electronic devices should not be used in a manner that disrupts the academic environment. Students using cameras, personal technology and/or personal communication devices to take pictures, images, or audio recordings of another person in school, on school grounds, or at school-sponsored events without permission will receive disciplinary penalties. Please refer to the policy for more details.

## **Communication from the School**

An email will be sent home on Friday afternoon to remind parents of important dates and events. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages.

## **Communication with Your Student's Teacher(s)**

**Phone:** Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. Please note it may take 1-2 business days for a teacher to return your call.

**Email:** You may also reach your student's teacher via email. All staff email addresses can be found on our school website. You may expect to hear back from them within 1-2 business days.

If there is an urgent matter related to your child's mental or physical health, please call the main school office number and request to speak with an administrator.

## Controversial Issues

Staff will follow [District Policy 6220](#) as it relates to controversial issues. This includes notifying parents in advance about students' participation in a District-approved controversial health education course or topic.

Should you have any questions or concerns about material being taught in class, please contact the teacher. If the situation is not resolved, please reach out to the school administration.

## Discipline

Every student must consider the effect the student's behavior has on others and the school climate. If the effect is detrimental or otherwise offensive to others, the behavior may be subject to disciplinary consequences.

The intent of the Five Star Online staff is to be corrective with disciplinary actions and to help students modify unacceptable behavior. Prior to considering the range of disciplinary actions, and in addition to the factors listed in Policy 5010, the following factors will be considered:

- the severity of the action
- the circumstances involved
- the requirements of applicable law and District Policy

Please note that the **District's Student Conduct and Discipline Policies apply during remote learning**. These policies can be found on the [district webpage](#).

## Emergency Procedures

As our Five Star Online staff are teaching on-site from district buildings, there will be situations where the brick and mortar school will have emergencies and/or periodic drills (for fire, tornado, lockout, or lockdown).

In the event of an emergency or emergency drill during the school day, our staff will need to temporarily leave the remote classroom. During the duration of the emergency and/or emergency drill, the teacher may assign asynchronous work and a time to reconvene.

## Field Trips

We are still determining the feasibility of hosting optional field trips during the 2021-2022 school year. All potential field trips would be fully optional and parents will receive notice of scheduled field trips well in advance. Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip.

## Fees

All fees will be billed in the fall semester. Almost all fees are entered through Infinite Campus with specific due dates. We ask you to check the Parent Portal frequently as membership dues, activities, and fines are billed in this manner. Anyone enrolling after November 2021 will be asked to pay fees upon entry.

Surplus balances will be applied to any outstanding balances. Any remaining surplus will be refunded according to District Policy 5630.

A paper billing statement will be mailed out in Fall to all students and in Spring to any transitioning students (elementary to middle, middle to high school, and seniors). At all other times of the year, any student with a balance due on their account will receive an electronic billing statement on the 20<sup>th</sup> of the month. Please be sure your email is up to date so you can keep informed.

Students qualifying for free/reduced meals might also qualify for free/reduced school fees. In order to have your fees adjust, you will need to fill out and submit an Information Release Form for a qualifying school. This form must be submitted each school year. Fees will automatically adjust according to your qualifying status. Be aware that not all fees qualify for a reduction. The form can be found on the district website.

You can also find more information regarding fees by going to the Adams 12 website and reviewing [District Policy 5630](#). An overview of the fees can be found [here](#).

## Infinite Campus

Infinite Campus is the District's Student Information System. Infinite Campus can provide parents, guardians, and students access to the class schedule, attendance, student information, and real time grades. For more information about Infinite Campus please contact the school registrar.

## Inclement Weather/School Closure

District officials in Adams 12 make determinations regarding school closures and late start days. **Five Star Online will follow the same school closures and late start determinations made by the district.** This is necessary as our staff will be teaching on-site from district locations.

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website at [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

## Student Supports

### Gifted and Talented (GT)

We will provide GT programming for students in ways similar to those provided in brick and mortar buildings. Our GT program evaluates students who have been nominated for identification. The program assures that all teachers of identified Gifted and Talented students are notified of each student's identification and areas of giftedness. Students will develop goals for the year and work -to achieve their goals.

### MTSS (Multi-Tiered Systems of Support)

Colorado Department of Education defines MTSS 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." At Five Star Online, the MTSS team includes administrators, teachers, counselors, and other mental health professionals. This group works to improve student achievement by considering school-wide systems as well as by reviewing/considering individual student needs.



## Nutrition Services (Free Breakfasts and Lunches!)

Meals are free to all students enrolled within Adams 12 Five Star Schools for the 21-22 school year. Students enrolled in Five Star Online will have access to these free meals weekly. Meals can be pre-ordered online and picked up on Wednesdays. For directions on how to pre-order your meals click [HERE](#). The meal bags will contain frozen breakfast and lunch entrees with fruits, vegetables, and milk for the upcoming week of school. Bags will not contain meals for weekends and holidays. Menus for meal pick up will be made available [HERE](#) a week prior to school beginning.

We are asking FSO families to complete an application for Free and Reduced Benefits as you may be eligible for the Pandemic Electronic Benefit Transfer (P-EBT) program and or other family, school and district benefits. Families must apply using the Free and Reduced application annually. More information and the link to the application can be found [HERE](#).

## Safe to Tell

[Safe 2 Tell](#) is a nationally recognized program that allows students to provide tips to the administration regarding crimes or student safety concerns. *Toll Free Hotline: 1-877-542-7233.*

## Student and Family Outreach Program (SFOP)

The District Student and Family Outreach Program believes that all students hold the strength and potential to thrive. Our mission is to remove barriers that keep students from being engaged and thriving in school by offering the following supports:

- provide homeless education services
- connect families with needed community resources (food, clothing, utility assistance, etc...)
- provide Health First Colorado (Medicaid) and Child Health Plan Plus (CHP+) application assistance to families
- provide bilingual assistance

If you would like more information please contact the student and family outreach program at 720-972-6015 or make a referral online at [www.adams12.org/sfop](http://www.adams12.org/sfop)

## Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. [Policy 5520](#) addresses suicide assessments as a priority to protect all students. Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the Adams 12 personnel will follow District Policy and respond accordingly.

The following steps have been taken to help protect all students:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
- When a student is identified as being at risk, he or she will be assessed by a District mental health professional who will work with the student and help connect the student to appropriate local resources.
- Students will have access to national and local resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline –1.800.273.TALK (8255) [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - Colorado Crisis Support—1.844.493.TALK (8255)
  - Second Wind Fund, Inc—720.962.0706 [www.thesecondwindfund.org](http://www.thesecondwindfund.org)
- All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
- Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of individuals will be respected but concerns are secondary to seeking help for students in crisis.

- For additional information, please visit the District's website.

## Student Progress/Grades

Your student's progress will be reported at individual parent conferences at least twice a year, and grades will be reported as indicated in [District Policy 6310](#).

- The grades in Schoology may not represent the full body of work assessed by teachers and should not be viewed as a representation of a students' final grade for a course.
- **Elementary** students' overall progress on the standards will be posted at the end of semester and accessible via Infinite Campus. We will use standards-based grading for elementary courses.
- **Middle School** students' progress will be updated regularly and accessible via Infinite Campus; mid-term grades will be posted every quarter and semester grades will be posted at the end of each semester. We will use standards-based grading for middle school courses.
- **High School** students' progress will be updated regularly and accessible via Infinite Campus; mid-term grades will be posted every quarter and semester grades will be posted at the end of each semester. We will use letter grades for high school courses. *This includes high school courses that middle school students will be enrolled in.*
  - Note: High school students' grades will appear on transcripts at the end of each semester and be associated with credits earned. Additionally, high school students' grades will be posted on a weekly basis as an indication for athletic/activity eligibility. See [below](#) for more information.

## Student Code of Conduct

**Please note that following the Student Code of Conduct is still required for students attending remotely.** A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

## Student Records

In accordance with federal law and [District Policy 5300](#), parents or legal guardians may inspect the records of their students (request to review shall be in writing). The school reserves the right to have appropriate staff present to interpret the contents of the records. In accordance with school district policy, parents may challenge, in writing, the contents of the records.

For the 2021-2022 school year, students' physical records will continue to be housed at their home school. Individuals requesting access to a student's records should contact the Five Star Online registrar at 720-972-7434.

## Teacher Conferences/Meetings

Teachers will be available to meet with students and parents via video-conference (Zoom or Meets) throughout the school year. **Even though staff members are working from building locations, they are not able to meet with students for in-person tutoring or help sessions from those buildings.**

In general, most meetings (including 504 eligibility meetings, IEP review meetings, etc.) will take place virtually.

In-person meetings may be requested and approved on a case-by-case basis by the school administration. These meetings will take place at the Adams 12 Educational Services Center (ESC), where the Five Star Online administrative staff is housed.

Should an in-person meeting be approved, District policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

## Technology

### Appropriate Use

The use of technology must be in support of educational goals and consistent with the educational objectives of Adams 12 Five Star Schools. Families should refer to [District Policy 5035](#) (Student Use of District Technology and the Internet) and [District Policy 8200](#) (Internet Safety Policies) for specific information about accepted and prohibited technology use.

Users must follow accepted rules of network etiquette such as politeness and confidentiality regarding personal address or phone numbers. Email and other computer activities are not private and can be monitored by school or district staff at any time. All document files and data stored on the school/district network are deemed school property. Administrators of the systems as well as school administrators will have access to all computer activities. Messages or actions relating to or in support of illegal activities will be reported.

### Chromebooks

All students who attend Five Star Online will be provided with a district Chromebook to check out for the school year. Even students who will be primarily working from a personal laptop or desktop computer must check out a district Chromebook, as they will be necessary for district assessments, access to specific applications, etc.

### Internet Access

Students attending Five Star Online must have consistent, reliable access to the internet. Families who need support in obtaining internet access can find resources on the [Adams 12 Family Tech Support](#) webpage.

### Schoology

Schoology will be used as a school-wide platform for students to access Google Meets/Zoom links, access learning resources, and submit their work.

### Tech Support

In most cases, a student's teacher(s) can provide support to students in regard to resetting passwords, accessing course materials through Schoology, and using Google Meets/ Zoom. Additionally, the [Adams 12 Family Tech Support webpage](#) provides information on how students can access their learning remotely and also provides support for addressing any issues that might arise. *Families can also put in a technical support request through the link on the upper right hand corner of this webpage.*

If an issue continues to be unresolved, please contact the Five Star Online staff at 720-972-7430.

# Information Related to Secondary Students (Grades 6-12)

## Activities

For the 2021-2022 school year, students will be able to participate in activities through their home schools, as deemed appropriate by that school's administration.

## Absences /Make-Up Work

Please see the information on [Attendance/Student Absences](#) in the section above.

Additionally, secondary students are responsible for contacting their teachers immediately upon return from absences to arrange to complete all make-up work assigned and establish when this make-up work shall be completed. **It is the student's responsibility to obtain make-up work.** *If a family knows in advance that a student will be absent, the student should contact the teacher prior to the absence. Pre-arranged absences past the five days allowed per semester must be pre-approved by the school administrator.*

All assigned work needs to be completed in an acceptable manner. Students have the number of days absent plus one additional day to make up any missed work for absences. Exceptions to this policy for long-term assignments will be noted in the course syllabus.

## Tardy Policy

All tardies and consequences will be handled in each individual teacher's class as described in the Course Syllabus unless it becomes a habitual issue. A tardy is defined as coming late to a class within the first 10 minutes. After 10 minutes the absence will be marked UPA (unexcused partial absence).

## Cheating/Plagiarism

Plagiarism means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. Sources could be published or unpublished. If unclear, always ask the teacher. Cheating is supplying, requesting or using unauthorized information prior to or during an assignment or assessment. (Examples include looking at or using someone else's work, using crib/stolen/borrowed notes, or unauthorized use of electronics).

Consequences for plagiarism and cheating apply to all classes and discipline carries over year to year.

Matrix for Plagiarism/Cheating:

- 1<sup>st</sup> – 0 on the assignment, teacher calls home and referral
- 2<sup>nd</sup> – 0 on the assignment, one-day suspension, parent/teacher conference, referral
- 3<sup>rd</sup> – 0 on the assignment, two-day suspension, referral
- 4<sup>th</sup> – 0 on the assignment, referral for expulsion

Additional discipline may be given based on the severity of the incident.

## Counseling Office

The Adams12 Counseling Curriculum will address the mindsets and behaviors as outlined by the American School Counselor Association.

- *Social/Emotional Development:* Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.

- *Academic Development:* Standards guiding school counseling programs to implement strategies and activities to support and maximize each students' ability to learn.
- *Career Development:* Standards guiding school counseling programs to help students 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across their lives.

Our secondary counselors are available to meet with students in grades 6-12. Students may schedule an appointment to see a counselor. Students are encouraged to make appointments during free periods, lunch or after school. Parents/Guardians can initiate a meeting with a counselor via phone or email.

Counselors have been assigned to students in Grade 6-12 by last name.

Student Last Name	Counselor	Counselor Phone Number
A - G	Misti Gossett-Thrower	720-972-7439
H - P	Jaimie Pierce	720-972-7437
Q - Z	Karen Stemm	720-972-7438

## Individual Career and Academic Plan (ICAP) and Naviance

All secondary students at Five Star Online will have an account created with the internet based software Naviance Succeed. Counselors will access all students once per semester through their classes to help deliver the Adams 12 Counseling Curriculum. Students will use the Naviance platform to fulfill the Colorado Department of Education Individual Career and Academic Plan (ICAP) requirements. In addition, seniors will use Naviance to assist with the college application process which includes sending letters of recommendation and transcripts to colleges. Students who have questions regarding Naviance should visit his or her counselor.

## Syllabus

During the first week of class, teachers will review the course syllabus linked to their webpage. The syllabus will include:

- A course title, instructor name, and any prerequisites
- Instructor email address
- Instructor webpage address
- When and where help is available
- A course description (including novels used in English classes)
- Course objectives or essential outcomes
- Grading procedures and scale
- Expectations of student work and participation
- Absence policy
- Tardy policy
- Late work policy
- Review of plagiarism and cheating policies
- Student Integrity Oath
- General Guidelines

If a printed copy is desired, a hard copy of the syllabus may be requested from the teacher.

# Information Related to High School Students (Grades 9-12)

## Academic Letters

- For the 2021-2022 school year, students will be able to receive academic letters as indicated by the standards from their home high schools.

## Advanced Placement

- The Advanced Placement (AP) Program provides students an opportunity to take college-level courses and exams while they are in high school.
- As a result of the final national test score that students receive, college credit may be awarded. Credit awarded depends on the college the student wishes to attend.
- **All students who take AP classes will be required to take the AP exams in May. Students who do not take the final AP exam will not be eligible for weighted grade status.**
- Fees will be collected through the district billing process. The current fee for each exam is \$94 and is subject to change. Financial aid is available for those who qualify. Students who qualify for the free/reduced meal program will also qualify for a reduced fee from the College Board.
- For more information about AP, you can access the web site at: [www.collegeboard.org](http://www.collegeboard.org). This website includes the testing schedule in May.
- **Students registered for AP classes will not be able to drop those classes once they are placed on their schedules.**

## Athletics

- For the 2021-2022 school year, students will be able to participate in athletics through their home high schools, as deemed appropriate by that school's administration.
- Please reach out to the appropriate staff members at your home high school for information on registration deadlines, etc.
- **Students who attend via Five Star Online will be required to meet the same eligibility requirements as students attending in person.**
- Please consult the student handbook from your home high school for more information.

## Colorado Digital Learning Solutions (CDLS)

A small number of students may be taking AP or other advanced courses through a partnership with CDLS. These classes are primarily asynchronous, with work posted every week and a Colorado licensed educator from CDLS available for support and feedback. Additionally, a student in a CDLS course will meet with a Five Star Online teacher weekly to discuss progress. Attendance will be entered on a weekly basis based upon the student's progress in the course and based upon attending the meeting with the Five Star Online staff member. *Note -- a student who fails the first semester of a CDLS course will not be able to continue into the second semester in that course.*

## Course Credit and Grade Point Average (GPA)

- Students can earn up to 0.5 credits per semester per course during high school; a course that is failed will not provide a student with credit. Students who withdraw from Five Star online prior to the end of the grading term will receive no credit.
- The following point scale will be used to compute grade point average.

#### REGULAR SCALE

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points (no credit earned)

#### WEIGHTED SCALE

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points  
F = 0 points (no credit earned)

- Weighted grades will be assigned to courses with the Advanced Placement (AP) designation. Please see the information on Advanced Placement courses above.

### FFCTE Courses (Bollman and Washington Square)

- Students enrolled at FFCTE courses at Bollman and Washington Square are required to attend classes in person. They will need to wear a student ID at all times and enter the schools through the main office.
- Students attending FFCTE will be allowed to ride the bus from their home high school to Washington Square or Bollman; they should wait for the bus outside and not enter the high school. If transportation is needed, a bus pass is required.
  - Bus Passes for students attending classes at Washington Square or Bollman can be picked up at Transportation
    - 1350 E 126th Ave., Thornton, CO 80241
    - Monday - Friday, 8 a.m. to 4:30 p.m.

### Final Exams

- All courses will have an end-of-semester final exam or culminating project.
- No early finals will be given at the end of either semester. If a student misses a final exam, they will receive an "Incomplete" in the courses.
- All late final exams must be completed within three weeks of the end of the semester. Upon completion, the "Incomplete" will be converted to a credit-bearing grade on a student's transcript.

### Grading Policy

It is the responsibility of teachers to maintain accurate and consistent grading records for all students in all classes. The [district grading scale](#) is listed below.

#### District Grading Scale

89.5 – 100% = A  
79.5 – 89.4% = B  
69.5 – 79.4% = C  
59.5 – 69.4% = D  
Below 59.5% = F

Students who fail or receive a low grade in a class may retake the class on a space available basis. The student will be awarded the higher grade and the GPA will be recalculated. Upon verification of successful completion, the prior course grade will be replaced with "NG" and the new course grade and credit will be listed in the transcript under the corresponding semester.

### Graduation

Seniors who meet the Adams 12 Five Star Schools graduation requirements by Spring 2022 will be graduating with their home high schools with a diploma issued by that school.

## **Adams 12 Graduation Requirements for the Classes of 2021 and beyond**

English	4 credits
Math	3 credits
Science	3 credits
Social Studies – (.5 must be US Gov).	2 credits
US History	1 credit
Physical Education – (.5 must be Healthy Choices)	1 credits
Fine/Practical Arts	2 credits
Elective	7 credits
<b>Total Required Credits</b>	<b>23 credits</b>

In addition to earning 23 credits, students will be required to demonstrate college and career competency in English and Mathematics.

### **Important Notes:**

- Adams 12 requires that all students in grades 9-12 be enrolled in a minimum of 6 credits (at least 2.5 credits in a given semester).
- For seniors, Adams 12 Five Star Schools will require 3 credits of these 6 credits to be taken in core subjects (English, Social Studies, Science, Math or Foreign Language). Exceptions to the three (3) core classes may be made for students at the Bollman Technical Education Center or Future Forward at Washington Square, providing such students can demonstrate competency in the core areas. See [District Policy 6340](#).
- Students must have completed all graduation requirements and all outside credits submitted **by noon on the last day for seniors** in order to be eligible for participation in the graduation ceremony.
- Awards for Valedictorian / Salutatorian will be determined by the criteria indicated by the student handbook of the home high school.
- Students who have met the 23 graduation requirements by December, 2021 and wish to complete early should contact their counselor. An application for early completion must be received by October 1 and approved by the Five Star Online principal. Students who are approved for early completion will not receive a diploma nor participate in a graduation ceremony until the regularly scheduled commencement ceremony in May

### **Letters of Recommendation**

Students who request a recommendation from a staff member are asked to provide a minimum of three weeks' notice before the letter is needed. For college application purposes, staff members will upload their letters of recommendation to the Naviance platform. Once uploaded, students should see their teachers to have the letters submitted to colleges via Naviance (see the Naviance tab on the counseling web page for more information).

### **Reclassification for Seniors**

Seniors will be reclassified as juniors if they are credit deficient, in alignment with the policies of their home high school.

### **Schedule Changes**

Once registered, students may request a change during the first five days of school for the following reasons:

- Failed a class or have not taken prerequisite



- Previously earned credit in same class
- Documented physical disability (e.g. inability to complete a PE course)

Until a schedule change is approved, the student must continue to attend all classes on his/her schedule. Students requesting a change should make an appointment with a counselor. Please note that changes requested for reasons that are not listed above (including, but not limited to, job conflicts, workload concerns, or athletics) will not be able to be accommodated.

Note: A “withdrawal” from class after five days is a “WF” (withdrawal fail) and is computed into the cumulative grade point average.

## **Transcript Requests**

Students are encouraged to plan ahead so that they do not miss deadlines. Students who need transcripts sent to colleges will request that process via their Naviance account. Once a request is received, the Five Star Online counseling staff will send the transcript within one week. The majority of transcripts will be sent electronically from Five Star Online to the appropriate college/university via Naviance. In the rare case that electronic transcripts are not accepted, we will mail a transcript.

# INFORMATION AVAILABLE ON DISTRICT WEBSITE

## STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

## COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#). "Commonly requested" information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring

## STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

## LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#). These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions