

The Academy 2017-2018

Pre-K to 12th grade



"Guiding the Young to a Better FUTURE"

Main Campus:
11800 Lowell Blvd.
Westminster, CO 80031

North Campus:
12161 Park Centre Dr.
Westminster, CO 80234

(303)-289-8088

www.theacademyk12.org

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RECEIPT OF PARENT STUDENT HANDBOOK

My signature indicates that I will read the handbook before the end of the first week of classes and will commit to follow and support the rules and regulations contained therein.

I further acknowledge that the Academy is a closed campus school, adheres to a uniform requirement/dress code, and requires Secondary students to carry in their immediate possession a school-issued identification (ID) badges to be on campus and attend classes.

I also understand that Secondary students may not be permitted to go to class without an ID badge, or for all students, when in violation of the uniform requirement/dress code. For these events, parent(s) will be notified and given the opportunity to bring the student clothing that meets the expectations of the uniform requirement/dress code and/or an Academy ID badge.

THE ACADEMY WAY

In pursuit of Truth, Wisdom, and Excellence, I will act in all ways according to The Academy's Six Core Values both at school and at home:

A PLEDGE BY THE ACADEMY STUDENTS

- Integrity:** I will be honest and reliable. I will arrive at school on time and prepared to learn. I will do my best in regards to behavior and academic standards. I will abide by The Academy's policies and accept consequences for violations.
- Respect:** I promise to respect myself and all members of the school community (staff, faculty, administrators, parents, students, and visitors). I will treat all others as I wish to be treated. I will respect the school property and will help keep it clean and intact.
- Responsibility:** I will pay attention in class. I will be organized and always do my best work. I will do my homework consistently in an environment that is conducive to learning. I will do my best to get enough sleep each school night. I will follow The Academy dress code. I will seek help and extra tutoring from my teachers when needed. I will take advantage of the Academic Support offered by The Academy. I will use the career planning services offered by the Secondary Academic Advisor.
- Courage:** I will not stand for peer pressure and take time to make good decisions and judge wisely. I will seek help from an adult when a situation feels dangerous, disturbing, or destructive. I will support my peers. I will abstain from bad behavior such as violence, drug and alcohol abuse and other forms of recklessness. I will have courage to speak with an adult when personal problems arise.
- Kindness:** I will care for, support, and appreciate all children and adults for who they are – the persons they are becoming – by extending good will. I care enough about my peers and community to be involved in community service.
- Self-Control:** I will set a good example by using moral language, extending good will, and showing concern for others. I will set myself goals and strive to achieve them with self-discipline. I will do everything in my power to graduate from high school. I will prepare for my future after graduating from high school.

I have read the above statements and agree to live by The Academy Way to the best of my ability!

STUDENT SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

GRADE: _____

Please sign and turn in at Back-to-School Night

A PLEDGE BY THE ACADEMY PARENTS AND GUARDIANS

- Integrity:** I will model honesty and reliability. I will make sure my children arrive at school promptly at its starting time. I will hold myself and my children to high standards in behavior and academics. I will abide by The Academy's policies.
- Respect:** I promise to respect all children and adults (staff, faculty, administrators, parents, students, visitors) as valuable members of the community. As an athletic spectator, I will be respectful, supportive, and encouraging. I will treat all others as I wish to be treated.
- Responsibility:** I will be responsible for supporting the education of my children.
 - Preparedness:** I will work diligently to help my children by prepared for all classes. (Send my children to school fed, in dress code, and equipped with the proper school supplies). I will provide a quiet space for homework at home.
 - Communications:** I will respect the commitment of teachers by reading and responding to communication, whether through use of phone, email or online access.
 - Involvement:** I will attend "Back-to-School" Nights and Parent-Teacher Conferences. I will attend a PTO (Parents and Teachers Organization) meeting quarterly (4) during the school year. I will complete a minimum, 36 volunteer hours to the school each school year.
- Courage:** I will foster in my children an expectation of success and a disposition to face challenges with confidence and hope. I will encourage my children by preparing them to face irrational fears (math anxiety, fear of speaking publically) and advising them against imprudent adventurism (drug use and other forms of recklessness). I accept that I have authority to set boundaries for my children and will hold them accountable for all their actions. I will have the courage to stay involved with my child (especially teenagers) and take time for important conversations and show understanding and patience.
- Kindness:** I will care fore, support, and appreciate all children and adults for who they are – the persons they are becoming- by extending good will. I care enough about my children and community to be involved in community service alongside my children.
- Self-Control:** I will model exemplary behavior, maturity, and self-governance when dealing with all members of the school community. I will think before I act and speak while displaying integrity, respect, responsibility, courage, and kindness.

I have read the above statements and agree to live by The Academy Way to the best of my ability!

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

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I further acknowledge that the Academy is a closed campus school, adheres to a uniform requirement/dress code, and requires Secondary students to carry in their immediate possession a school-issued identification (ID) badges to be on campus and attend classes.

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In pursuit of Truth, Wisdom, and Excellence, I will act in all ways according to The Academy's Six Core Values both at school and at home:

A PLEDGE BY THE ACADEMY STUDENTS

1. **Integrity:** I will be honest and reliable. I will arrive at school on time and prepared to learn. I will do my best in regards to behavior and academic standards. I will abide by The Academy's policies and accept consequences for violations.
2. **Respect:** I promise to respect myself and all members of the school community (staff, faculty, administrators, parents, students, and visitors). I will treat all others as I wish to be treated. I will respect the school property and will help keep it clean and intact.
3. **Responsibility:** I will pay attention in class. I will be organized and always do my best work. I will do my homework consistently in an environment that is conducive to learning. I will do my best to get enough sleep each school night. I will follow The Academy dress code. I will seek help and extra tutoring from my teachers when needed. I will take advantage of the Academic Support offered by The Academy. I will use the career planning services offered by the Secondary Academic Advisor.
4. **Courage:** I will not stand for peer pressure and take time to make good decisions and judge wisely. I will seek help from an adult when a situation feels dangerous, disturbing, or destructive. I will support my peers. I will abstain from bad behavior such as violence, drug and alcohol abuse and other forms of recklessness. I will have courage to speak with an adult when personal problems arise.
5. **Kindness:** I will care for, support, and appreciate all children and adults for who they are – the persons they are becoming – by extending good will. I care enough about my peers and community to be involved in community service.
6. **Self-Control:** I will set a good example by using moral language, extending good will, and showing concern for others. I will set myself goals and strive to achieve them

A PLEDGE BY THE ACADEMY PARENTS AND GUARDIANS

1. **Integrity:** I will model honesty and reliability. I will make sure my children arrive at school promptly at its starting time. I will hold myself and my children to high standards in behavior and academics. I will abide by The Academy's policies.
2. **Respect:** I promise to respect all children and adults (staff, faculty, administrators, parents, students, visitors) as valuable members of the community. As an athletic spectator, I will be respectful, supportive, and encouraging. I will treat all others as I wish to be treated.
3. **Responsibility:** I will be responsible for supporting the education of my children.
 - a. **Preparedness:** I will work diligently to help my children by prepared for all classes. (Send my children to school fed, in dress code, and equipped with the proper school supplies). I will provide a quiet space for homework at home.
 - b. **Communications:** I will respect the commitment of teachers by reading and responding to communication, whether through use of phone, email or online access.
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STUDENT SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

GRADE: _____

Please keep this copy for your records.

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

THE ACADEMY Mission Statement Pursuing Truth, Wisdom, Excellence

The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character, and relationships.

GENERAL INFORMATION

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

PHONE NUMBERS

Reception – 303-289-8088 x100 (Main Campus)
x501 (North Campus)

Attendance Line – 303-289-8088 (Main Campus x101), (North Campus x502) or email us at attendance@theacademyk12.org

Fax – 303-289-8087

SCHOOL WEBSITE

The school has a website, www.theacademyk12.org. There you will find information on upcoming events, the current “Academy News”, school menus, calendar, staff information, classroom websites, and other general information.

ELECTRONIC COMMUNICATION

Each week the “Academy News” will be emailed via School Messenger with all the weekly upcoming events. The newsletter which is sent to all emails registered in Power School. You can find past newsletters on our website, www.theacademyk12.org.

SCHOOL HOURS

Main Campus:	Grades 7 – 12	8:00 am – 3:30 pm Mon, Weds, Thurs, Fri
		9:35 am – 3:30 pm Tues (late start for professional development)
	Grades 3 – 6	8:05 am – 3:15 pm Mon, Weds, Thurs, Fri
		9:20 am – 3:15 pm Tues (late start for professional development)
North Campus:	Grades K – 2	7:45 am – 2:55 pm Mon, Weds, Thurs, Fri
		9:00 am – 2:55 pm Tues (late start for professional development)

Please check the school website frequently for updated schedules and times.

MORNING ARRIVAL

Main Campus school doors open at 7:15 am. Students should not arrive earlier than 7:15 am *unless* arriving for breakfast as there is no supervision.

North Campus school doors open at 7:00 am. Students should not arrive earlier than 7:00 am *unless* arriving for breakfast as there is no supervision.

Cafeteria doors open at 7:15 am. Students arriving for breakfast should be dropped off on the elementary side of the building and enter through the south cafeteria doors. Students should not be dropped off before 7:15 am. Parents/legal guardians who consistently drop students off at school before 7:00 am may be reported to Social Services.

CLOSED CAMPUS

The Academy is a CLOSED CAMPUS. Students are not permitted to leave campus. Parents must sign their student out in the Attendance Office to take them off campus during school hours. Students may not sign themselves out or leave campus except as provided for under the section "Procedures for Early Dismissals."

The sole exception to this rule: Seniors who have a 3.0 cumulative grade point average may leave campus for lunch with parent permission.

VISITORS AND SECURITY

State and federal laws mandate that all visitors and parents must report to the main school office upon entering the building. Part of providing a safe environment for students includes keeping children safe. This will be accomplished through the following ways:

- All parents, volunteers, and visitors must sign in at the main office when entering the school, and must wear an identifying badge. Those not here on official business will be asked to leave the premises.
- For security reasons, parents will be notified if a student is absent and the parent has not notified the school.
- The school grounds will be patrolled before and after school while students are arriving and departing.
- Preschool children are not allowed to accompany parents when they volunteer in the classroom. Children who are not Academy students are considered visitors and must be accompanied by a parent or adult at all times. Potential Academy parents may observe a class.

VISITORS TO SCHOOLS

Parents and visitors are welcome in our schools or facilities. For the safety of students, staff, and visitors, all visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. Our schools utilize scanning software to verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents/guardians must be approved by the principal and please provide 24 hour notice to observe a teacher to avoid disruption of the learning environment.

Visitors who fail to abide by school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits. Law enforcement may also be contacted.

CAR POOLS AND TRANSPORTATION

Parents are responsible for transportation of students to and from the school. If you are interested in participating in "Way to Go" please contact 303-289-8088 x104 to receive a form.

PARKING AND DRIVING ON SCHOOL PROPERTY

Parents and students who drive or park on campus are expected to operate their vehicle in a safe manner complying with all signs and parking only in appropriately designated areas. Failure to follow parking and driving guidelines may result in warnings, vehicles being towed, a referral to law enforcement or loss of the privilege of driving on campus. Students may also face disciplinary sanctions for driving violations on campus that jeopardize the safety of others.

Reserved parking signs – These spots have been purchased by families and are not available to be used. Please be respectful.

SCHOOL CLOSURES

Should an emergency require the closing of The Academy facility, a notice will be posted on the local media outlets listed below as well as the school website, www.theacademyk12.org.

- Television channels: 2, 4, 7, 9, and 31
- Radio stations: 850 KOA

Given the geographic connection to the Adams 12 School District, if Adams 12 is closed it is highly likely The Academy will be closed as well.

When school is cancelled, all after-school and evening activities will be cancelled as well.

EARLY RELEASE/DELAYED STARTS

In the event of inclement weather, an emergency, or hazardous conditions which threaten the safety, health, or welfare of students and staff members, the Executive Director/CEO or designee may delay the start of school or call for early release. Delayed starts will be two hours. Watch local television broadcasts or listen to the local radio stations listed in the School Closures section for school closures/delayed starts or an early release.

PARENT-STAFF COMMUNICATION

It is The Academy's expectation that all specific inquiries from parents, either via e-mail or by phone, will be responded to within two (2) business days.

PARENT-TEACHER CONFERENCES

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

ASSESSMENTS

The school administers a variety of assessments to measure student learning and improve curriculum and instruction. We strive to implement a balanced system that provides an understanding of how well the student and the school are achieving. Common assessments include:

Assessment for learning occurs during teaching and learning and focuses on ongoing improvement. Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are on-going, so teachers can modify lessons to make sure students are learning. Students receive feedback on an ongoing basis about how well they are doing, where they are in their learning and where they are going.

Assessment of learning gathers information about how well students have mastered what they should know at their grade level. The PARCC (Partnership for Assessment of Readiness for College and Careers) is this kind of test. This state-mandated testing program measures what students have already learned and provides accountability to parents and the community.

CELL PHONES & HATS

Cell phones and hats are not permitted during school hours, aside from during lunch. (Cell phones may also be used in the hallways during passing, but are not permitted in classrooms). We strongly recommend that cell phones and hats are kept in lockers for the duration of the school day. If a cell phone is seen or heard or if a student is seen wearing a hat, the following interventions steps will be applied:

1. Cell phones or hats will be taken by staff member and may be picked up at the end of the day from the Dean.
2. Cell phones or hats will be taken by staff member and must be picked up by a parent from the Dean.
3. If there is a third violation, student will be written up for defiance.

*Students refusing to submit their phone or hat at a staff member's request will be escorted to the Dean, written up for defiance, and assigned a detention.

OTHER PERSONAL ELECTRONIC DEVICES

The Academy permits the use of electronic devices for personal, recreational, communication or instructional purposes under specific conditions. Violations of this policy may result in disciplinary sanctions up to and including expulsion from school, depending upon the severity of the violation.

In academic settings (classroom, labs, etc.) electronic devices must be in the "off" or "silent" position at all times and stored out of sight except when utilized, as permitted by the instructor, as assistive technology, or as part of a student's individual education program as determined by school administration or the teacher. Teachers may impose even further restrictions at their discretion in their class.

In non-academic settings, including at school activities or on school transportation, such devices may be used in "silent mode" provided the use of such device, as determined by the supervising staff, in no way disrupts or poses a safety concern.

Electronic devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the Student Code of Conduct. Prohibited uses include but are not limited to creating video or audio recordings, or taking or sending photographs of students or staff without permission of the student(s) or staff member(s). Such devices may not be used for academic dishonesty or cheating. Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions. Students may not depart a class to activate or operate such devices.

The typical progression of consequences for violations as described in the policy includes:

1st offense: The device should be confiscated and the parent should be notified. The device may be released to the student after the student reviews and signs the policy.

2nd offense: The device should be confiscated and the parent should be notified. The device may be released only to the parent after the parent reviews and signs the policy.

3 or more offenses: Such offenses are considered disruptive behavior and should result in a consequence at the discretion of administration.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. The Academy shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

BOOKS, MATERIALS, AND FINES/FEES

Students checking out textbooks or library books accept the responsibility for their care. The student must pay for lost, stolen, or damaged books. The Academy will require the return of textbooks or library resources at the completion of any class or at the end of the school year. All textbooks issued to secondary students are also available in the library as a reference.

Lost and replaced books: When students lose a textbook or library resource, it will be listed as lost and a fine added to our computer system. Students will be notified of the full replacement cost (plus 15% for S&H). The school can withhold transcripts, or diplomas if the book(s) is not returned or fees paid. Once the fee is issued, students are responsible for the return of the book issued or payment of fees. A book turned in belonging to another student will be credited to the student to whom it was issued. Refunds will be given if lost books are found and returned within one calendar year, and if the textbook is still in use.

The student must pay for school equipment damaged by them, whether or not the student was negligent. Equipment is defined as, but not limited to: science or laboratory equipment, athletic equipment, music, art or computer equipment, books, desks, lockers, etc. The school may withhold diplomas, and/or transcripts until all outstanding fines are paid. Additional fees may include but are not limited to: replacement student identification cards, cafeteria fees, outstanding student fees or fines, and (non-sufficient funds) returned check fees.

LIBRARY INFORMATION

Please check our website for the Summit/Foothills hours.

CHECK OUT POLICY

➤ FEES

Materials two weeks overdue are considered lost. The accrual of fees in the amount of \$3 or more will result in the suspension of library material checkout privileges. In the event library materials are lost or damaged, the student must pay for the replacement of those materials. All outstanding fees for lost or damaged materials will result in the suspension of library material checkout privileges and retention of grades, transcripts, and diplomas.

➤ COMPUTERS

Computers may be used only if a student and parent have signed an Internet License and Computer Usage Form. Students must sign in and out each time they use a computer. Students must know how to use a computer or a teacher must accompany them. Misuse of computers will result in the loss of computer privileges in the Summit/Foothills. Computers are available on a first come, first serve basis. Parents may use a computer on a case-by-case basis and must sign in.

VOLUNTEERING

Parents or legal guardians should sign a volunteer contract and are required to volunteer 4 hours per month or complete 36 hours by the end of the year. Families have ample opportunities to meet their required volunteer hours, which can be done in a variety of ways: school workdays, summertime projects, at home projects; or during the school day: in the classroom, lunchroom, or as a chaperone during field trips, etc.*

Volunteers in the school during the school day must report to the main office, sign in and receive their Visitor Badge, and then report to the classroom or area they will be volunteering at. All volunteers/chaperones (including but not limited to drama or music activities, field trips, or other events) must arrive at the school's front office during regular hours to complete the Raptor check prior to attending/chaperoning the event/activity. If you are unable to volunteer at the school, you have the option to pay for your volunteer hours at \$360.00 for the year (\$10.00 per hour X 36 hours). Volunteers may also be subject to a background check. All volunteer hours, donations, classroom help, etc. must be entered by the parent/guardian in our tracking system to receive credit. Visit the website to log hours at www.theacademy.volunteerbuilder.com or download the app "The Academy of Charter Schools". *Please note, preschool children are not allowed to accompany parents in the classroom or on field trips.

PARENT AND TEACHER ORGANIZATION (PTO)

The Parent and Teacher Organization (PTO) is a volunteer organization which sponsors a variety of activities. The PTO supports the school and its administration but has no authority over students or school employees. Parents are encouraged to participate in the school through the PTO and may also work with teachers or staff members as volunteers. For additional information see the PTO page on the school website, www.theacademyk12.org.

COMMUNITY USE OF SCHOOL FACILITIES

School facilities are made available on an equal basis for use by community organizations when the buildings are not otherwise being used for school purposes. Questions regarding facility use and reservations may be directed to 303-289-8088 x107

NON-SERVICE ANIMALS

With the exception of service animals and classroom pets, all non-service animals and pets are not allowed on campus.

ALCOHOL, TOBACCO, FIRE ARMS, AND EXPLOSIVES POLICY

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

REPORTING CHILD ABUSE

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

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

STAFF RELATIONSHIPS WITH STUDENTS

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

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

HARASSMENT

Students/Volunteers/Employees

Harassment of any kind is prohibited. All persons associated with the school are expected to conduct themselves in a professional manner at all times. Any person who engages in sexual harassment is in violation of school policy.

- Sexual Harassment may include but is not limited to:
 - Any behavior that is sexually oriented, including verbal joking, teasing, or spreading sexual rumors, harassment, or abuse.
 - Pressure for unwelcome sexual activity.
 - Suggesting, demanding, or forcing sexual involvement accompanied by implied or explicit statements, threats, or promises concerning one's grades, employment status, or similar personal concerns.
 - Any undressing or touching, such as intentional patting or pinching, constant bumping, grabbing, or brushing against another person's body, which is unwelcome, unwanted, one-sided, or uncomfortable to the person receiving the attention.
 - Inappropriate showing or displaying of sexual materials, such as, by way of example only, posters, pin-ups, calendars, or magazines.
 - Repeated put-downs or remarks with sexual meaning or demeaning implications.
 - Any unwelcome repeated behavior, verbal or physical, which is of a sexual meaning or demanding implications.
 - Any unwelcome repeated behavior, verbal or physical, which is of a sexual nature, or has sexual meaning or overtones.

While sexual harassment generally involves a pattern of severe and pervasive behavior, The Academy recognizes that addressing individual incidents is a way of preventing inappropriate behavior from becoming pervasive.

Not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is prohibited by policy or law requires that the administration make a determination based on all the facts surrounding circumstances.

- Knowingly Making False Charges Prohibited – While it is the purpose of this policy to protect all persons associated with this school from sexual harassment, it shall also be a violation of this policy to make knowingly a false allegation of sexual harassment against any member of the school community.
- Necessity for Prompt and Adequate Action – All staff members shall take prompt and adequate action to address known sexual harassment in situations in which they have authority to act. "Prompt and adequate action" may include reporting to another staff member appropriate intervention, and/or investigation.
- Discipline – Any person found to be in violation of this policy is subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, expulsion, termination, or cessation of business.

- Harassment

Any student who believes he or she is being subjected to any form of harassment may informally approach any teacher, counselor, or administrator in the school with his or her complaint. Any staff member who is approached by a student complaining of harassment shall ensure that the complaint is brought to the attention of the appropriate administrator.

When employees, parents, students, or volunteers are involved, as alleged victim or alleged perpetrator, the contacted administrator, along with the Executive Director/CEO or designee shall investigate or initiate investigation. The Academy's Grievance Policy addresses the proper procedures for filing a complaint or concern. One of the Principals will file the final report. If an employee is the alleged perpetrator, a copy of the report will be filed in his or her employee file.

In General:

- o All complaints will be investigated immediately to ascertain whether particular incidents occurred.
- o Identify all of the individuals who may have been responsible.
- o Identify which individuals have been adversely affected and to what extent.
- o Determine if the behaviors at issue constitute harassment.

SCHOOL GOVERNANCE

CHARTER SCHOOL INSTITUTE (CSI)

The Charter Schools Act was adopted in Colorado in 1993. In 2004, the General Assembly adopted the Charter School Institute (CSI) Act, creating CSI as an independent agency with the Department of Education to authorize Colorado charter schools. In 2014, CSI became the authorizer for The Academy.

ACADEMY BOARD OF DIRECTORS

Each school district has the authority to run public schools, with oversight of the State Board of Education. The Charter School Institute, through the Charter Schools Act, has delegated most of the decision-making authority for The Academy to The Academy Board of Directors (Academy Board) as per C.R.S. 22-30.5-104 (4), (7)(a).

The authority to make any decisions at The Academy must come from The Academy Board. The Academy Board has delegated the authority to make many of its decisions to the school's administrators, who subsequently have delegated some of their authority to other staff members.

The Academy Board is the governing board, and it is a volunteer board. The Academy Board has a legal obligation to see that the charter is followed, that all applicable state and federal laws are followed, and to oversee all programs and the finances of the school. The Academy Board also has an obligation to see that the programs, curricula, activities, etc., are consistent with the school's charter philosophy and are not offensive to parents with values taught at home.

The Board is not involved in the day-to-day administrative, disciplinary, or academic operations of the school, but is informed on a need-to-know basis. The Board deals primarily with personnel issues, long-term planning, policies, programs, and curricular matters, as well as disciplinary and student matters when they are brought to the Board's attention.

Board members make their e-mail addresses available for parents with questions and concerns, or parents may leave a message with the office and a board member will return the call. The Board members' contact information is available on our website, www.theacademyk12.org. Please be aware, board members can take no action by themselves. Please follow the procedures outlined in the Grievance Procedure Section.

SCHOOL ADMINISTRATION

The Academy has an Executive Director/CEO who reports directly to The Academy Board. The Elementary and Secondary Principals work directly with the Executive Director/CEO. The Executive Director/CEO oversees all aspects of the school. The Principals support the Executive Director/CEO in achieving the goals of the Strategic Plan.

SUPPORT SERVICES & OPERATIONS

Please see the website (www.theacademyk12.org) for a staff directory.

GRIEVANCE PROCEDURE

➤ GENERAL

The student/parent will address any concern or grievance initially with the staff member with whom the student/parent has an issue. The staff member shall respond directly to the student/parent within two (2) business days. If you are not satisfied, please elevate it to the Level Principal. Please be aware the meeting that was elevated will include the Level Principal, Teacher, and Parent all in the room to discuss the concern or grievance. The Level Principal shall respond within five (5) school days.

If the concern or grievance is still not resolved by the discussion with the Level Principal, please elevate for a review with the CEO. The CEO or designee shall investigate, formulate a response, and communicate that response within ten (10) school days.

The concerns or grievance of the CEO or designee shall be addressed directly to The Academy Board of Directors. The Board shall investigate, formulate a response, and communicate that response to the employee within ten (10) school days. The Boards' decision shall be accomplished by the vote of simple majority, and shall be final.

It is expected that no member of the staff, the administration, or the board allow a parent to complain directly to them about another staff-member without going through this process.

➤ COACHES/SPORTS

The administration at The Academy is aware that conflicts may arise between participants and coaches of athletics. Participants should immediately notify an administrator if they feel harassed, threatened, or abused. Other conflicts may result over playing time, philosophical disagreements, and other routine problems. Such conflicts should be addressed directly with the coach to reach a resolution. If a resolution cannot be reached, then the athlete, parent(s), and coach will meet with the Athletic Director in order to seek resolution. If a resolution is still not reached, the athlete, parent(s), coach, and Athletic Director may meet with the level Principal.

In the event the response of the Principal is not satisfactory to the student/parent, the athlete, parent(s), coach, and Athletic Director may meet with the Executive Director/CEO. The Executive Director/CEO will review the matter and reach a final conclusion which will be adhered to by all parties concerned.

STUDENT REGISTRATION AND ENROLLMENT

ENROLLMENT PROCEDURES

Enrollment at The Academy is based on a lottery selection process for those grade levels in which lottery applications exceed available spaces. Siblings of current students must still complete the lottery application. Filling grade levels will be based on the level of priority described below:

1. Children of staff (application for enrollment occurs within 30 days of hire)
2. Siblings of current students (by family admission date*)
3. Children of alumni graduates
4. Lottery List

The deadline for all lottery positions for the upcoming school year is January 15th. All prospective students are placed in a lottery to be drawn prior to February 1st. Students who are eligible for enrollment will be notified the first week of February.

Each family will be given three (3) business days to complete the eligible for enrollment packet after receiving notice that their student is eligible for enrollment. The student is not enrolled until the eligible for enrollment packet is completed and has been reviewed by the registrar and/or grade level principal.

*By lottery if necessary.

SPECIAL EDUCATION

Parents of all students with a current IEP (Individual Education Plan) must consult with The Academy administration and staffing team to determine the suitability of The Academy's program to the student's needs prior to enrollment. See The Academy website (www.theacademyk12.org) enrollment page for detailed policy and procedure information.

SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities are afforded certain rights including those described in the following notifications regarding "Section 504" and Special Education. Parents or guardians who believe their child may have a disability requiring special accommodations or support services may contact the administrative office of their child's school for more information about assessment and eligibility for such services.

GIFTED AND TALENTED

Mission Statement

The Academy's mission is to assist families in developing exemplary citizens by equipping students with core foundational knowledge enabling them to be culturally literate, prepared for college, and virtuous in character. We accomplish this through a rigorous curriculum of traditional content taught in a safe environment.

Gifted and Talented young adults are those whose abilities, talents, and potential for accomplishment are so exceptional or developmentally advanced that they require special provisions to meet their educational needs. Gifted and Talented students are capable of high performance, exceptional production, or exhibit exceptional learning behaviors.

Enrichment

In order to provide the best possible educational opportunities to gifted children, The Academy and Charter Schools Institute advocates a variety of gifted best practices including acceleration, ability grouping/cluster grouping, curriculum compacting, differentiation, and guided independent study. Each instructional strategy is designed to promote the goal of developing students who are competent, creative, ethical, healthy, productive, successful, thoughtful, and good citizens.

Identifying Giftedness

The Academy and Charter School Institute uses a multiple criteria approach to determine which students may need gifted programming. A universal screening tool is provided at second grade to identify students to participate in further cognitive abilities testing. As students' progress into secondary school, this screening process begins again in the 8th grade. As well as a screening tool, a body of evidence is collected over time that includes, but is not limited to, cognitive testing, behavioral checklists, classroom performance, and achievement scores. The primary testing instrument used is the Cognitive Abilities Test. Once a student has been identified, accommodations, goal setting, and other one on one check-ins with the student occurs on a yearly basis.

STUDENT RECORDS

A child's permanent record may be viewed by a parent/guardian request. Please give the school one (1) days' notice so the record can be pulled. The record will be viewed in the presence of the registrar, administrative staff, records clerk, or other appropriate staff members.

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

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

STUDENT SCHOOL RECORDS

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

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

Disclosure of Records - Disclosure of education records will be made to a "school official" who has a specific and legitimate educational interest in inspecting the records for use in furthering the student's academic achievement or maintaining a safe and orderly learning environment. A "school official" is a person employed by the school as an administrator, supervisor, teacher, or support staff member (including but not limited to, paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel; a member of the school board; a person, agency or company with whom the school has contracted, or otherwise arranged to perform a specific task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a "specific and legitimate educational interest" if the official needs to review an education record in order to fulfill his/her professional and/or official responsibility. The necessary interest will also be found where a staff member or authorized volunteer works directly with students, and has a specific and actual need to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members. This provision applies whether or not the school official receives compensation.

Upon request, the School discloses educational records without consent to officials of another school/district in which the student seeks or intends to enroll, or another agency in accordance with state law or district policy.

Release of Information to Military Recruiters - The School will provide certain information to recruiting officers for any branch of the U. S. Armed Forces, upon requests from the officer, including names, addresses and home telephone numbers of junior and senior students. If a student does not want such information released, he/she must sign an opt-out form located in the registrar's office.

Release of Directory Information - The School may disclose "directory information" which includes: student's name, parents' names, student's date and place of birth, major field of study, yearbook/athletic/co-curricular and extra-curricular activity photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance in a school, degrees and awards received, and most recent previous educational agency or institution attended. Parents and eligible students may refuse to have any or all of these types of information released without written consent. Such refusal may be indicated by written statement sent by October 1 of the school year to The Academy's registrar. Such statement should include student's name, student's I.D. number, birth date, addresses, school he/she attends, and grade level

Attaining Records - School offices may be closed much of the summer. Parents or eligible students needing copies of records should request that information prior to the end of the school year when possible.

ADDRESS UPDATE

If you change your phone number, address, or email address, please come to the school and complete a "Household Change Form." You will need to submit the completed form along with one (1) form of proof of residency which must show a service being provided at the address, and a copy of the parent's photo ID. Parents or legal guardians are responsible for keeping this information up-to-date.

WITHDRAWING FROM THE ACADEMY

On the student's last day at The Academy, the parent/guardian **MUST** go to the front office at the **Main Campus** to complete the withdrawal form. Parents/guardians are not allowed to clean out students desks/lockers during instructional hours (Elementary: 8:05a-3:15p [Main Campus] / 7:45a-2:55p [North Campus], and/or Secondary: 8:00a-3:30p). This is to avoid any disruptions to the learning environment. The parent/guardian must complete the top section of the withdrawal form which includes the reason for withdrawal and the name of the school to which the student is transferring. If this form is not filled out, the student will not be withdrawn and will be counted as absent until received and will not be guaranteed your spot back. If we do not receive a Records Request or a Confirmation of Enrollment from the next school, your student will be coded to the state as a drop out.

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

- Library/Curriculum
- Cafeteria
- Bookkeeper/Finance

If fees or materials are owed to The Academy, a hold will be put on the student's record and **NO TRANSCRIPTS** will be issued until the fees are paid. Refer to Colorado State Law 22-32-110 (1) (jj)

WITHHOLDING STUDENT GRADES

State law permits schools to withhold student records when textbooks or library materials have not been returned. The Academy requires the return of all loaned textbooks and/or library materials/resources and/or the replacement of lost/damaged textbooks and library materials. The Academy will withhold the diploma, transcript, or grades of any student who fails to return or replace any material at the completion of any semester or school year. The school may also refuse to allow any student who completes graduation or continuation requirements to participate in any graduation or continuation ceremony if the student has failed to return or replace school materials prior to the date of graduation or continuation ceremony.

MEDIA "OPT-OUT" FORM

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

If parents DO NOT want their child(ren) to be photographed or videotaped for news media or school publicity purposes, please request an "opt-out media form" from the school office. Complete the form and return it to the office at your convenience and The Academy will have a record of your wishes, valid for the current school year only. The Academy will make every reasonable effort to identify the primary subjects in photographs and to not publish photos containing students on the opt-out list. This policy relates to classroom activities or school events that are not already open to the public. Events and activities which are open to the public are not covered by this "opt-out" option.

STUDENT ATTENDANCE

The Academy values the time spent in the classroom engaging in learning experiences. In order to fully benefit from classroom instruction, regular attendance is critical to a full and complete educational experience. Any absence impairs the student's ability to fully learn the content presented in the classroom.

ATTENDANCE

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

PARENT/GUARDIAN NOTIFICATION OF ABSENCES

Parents/guardians must notify the Attendance Office if their student will be absent for any reason within 24 hours of the absence. Please call 303-289-8088 (Main Campus ext. 101/North Campus ext.501) for a 24-hour answering machine or email attendance@theacademyk12.org to notify the office.

The Attendance Clerk takes many steps to notify parents of absences. The most common form is an automated message. We encourage parents to use their cell phones (if possible) as the primary contact number for these automated messages. A letter may be sent via mail if a student has multiple absences. Please contact the students' teacher on plan to complete any missed assignments.

Exempt Absences:

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

Excused Absences (with proper documentation):

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

Unexcused Absences:

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

EXCESSIVE ABSENCES

➤ HIGH SCHOOL/NO CREDIT STATUS

Students may have no more than nine (9) absences in any class period, excused or unexcused. Ten (10) or more absences from a class will result in the student being placed on a No Credit Status for the class. The student will still be expected to attend class and complete regular assignments. The student will not receive credit for the class unless successfully completing the appeals process outlined below.

Students with ten (10) or more absences in a class may appeal for their grade and credit for the class. Students with failing grades may appeal to receive a No Grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, a hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and the quality of work completed during the semester, the number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

If a student passed the class:

- A successful appeal will result in the student receiving the credit and grade earned in the class.
- An unsuccessful appeal will result in the student receiving an NG and will not receive credit for the class.

If the student failed the class:

- A successful appeal will result in the grade being changed from an F to an NG and will not reflect in the GPA.
- An unsuccessful appeal will result in the grade remaining as an F and calculating in the GPA.

Students choosing to not appeal their No Credit Status will be treated as if the appeal was denied.

➤ ELEMENTARY AND JUNIOR HIGH/RETENTION STATUS

Students may have no more than nine (9) absences in any attendance period in the day, excused or unexcused. Ten (10) or more absences will result in the student being placed on an attendance contract and/or on Retention Status. The student will still be expected to attend and complete all assignments. The student will not be able to promote to the next grade level class unless successfully completing the appeals process outlined below.

Students with ten (10) or more absences may be asked to appeal for their promotion to the next grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, a hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and the quality of work completed during the year, the number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

Students choosing to not appeal their Retention Status will be treated as if the appeal was denied and will be retained in the grade level.

➤ HABITUALLY TRUANT STUDENTS

According to the Colorado School Attendance Law of 1963, students will be considered habitually truant when they have reached four (4) unexcused absences in one month or ten (10) unexcused absences in one school year. For the purpose of this provision, four (4) individual unexcused instructional periods will equal one (1) unexcused school day.

Habitually truant students may be referred to the 17th Judicial District Juvenile Court to enforce compulsory attendance under the same state law (C.R.S. 22-33-101, et. seq.).

MISSED ASSIGNMENTS AND MAKE-UP WORK

When a child has an excused absence from class(es), he/she is given two (2) school days for each day absent in which to make up work. Students must make arrangements with their teachers to make up assignments and tests. Students must check their teacher's web pages through the school website (www.theacademyk12.org) for assignments. When a student has missed work due to an unexcused absence, make up assignments and/or tests are at the discretion of the teacher(s).

When students suffer a serious illness causing them to be absent more than five (5) consecutive days, additional communication with the student's school-level Principal must be made. Communication with teachers and administrators must be maintained during this time, or the student risks failing a class, retention or withdrawal.

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

TARDIES AND OTHER LATE ARRIVALS

The act of arriving late to class (tardy*) is detrimental to the educational process. It is important that all students be in their classroom at the beginning of class. Students who are tardy do not receive a proper presentation of the entire lesson prepared. Students' late arrivals are a disruption of the education received by other students. In addition, tardiness demonstrates disrespect for the educational process and the teacher so vital to that process. Tardiness becomes an academic problem when students are habitually late regardless of whether it is the fault of the child or the parent. For the purpose of qualifying for perfect attendance, a student must not have any tardies on their record for the applicable term. This includes both excused and unexcused tardies.

***Tardy students arriving within 10 minutes after the morning bell should report directly to class. Students arriving more than 10 minutes late must report to the Attendance Clerk for a pass. Students who are more than 10 minutes late will be marked as either an excused or unexcused partial absence. Three (3) partial absences will be considered the same as one (1) full absence.**

➤ ELEMENTARY TARDY POLICY

***Tardy students arriving within 10 minutes after the morning bell should report directly to class. Attendance will be taken in the classroom. This constitutes an unexcused tardy.**

Main Campus – Grades 3 – 6 Students are tardy between 8:05 and 8:15 am
North Campus – Grades Pre-K – 2 Students are tardy between 7:45 and 7:55 am

Students arriving more than 10 minutes late must report to the Attendance Clerk for a pass. If parents sign the student in, the partial absence will be excused. A student coming to the office alone to receive a pass after the 10 minute tardy window will receive an unexcused partial absence.

➤ SECONDARY TARDY POLICY

Administrators and Teachers will be in hallways each day to actively encouraging students to get to class. Doors will be shut and locked when the bell rings. If the student is still late a series of consequences will follow:

1. Intervention conversation
2. Intervention emails to parent, teacher and administration. Teacher directed consequence.
3. Discipline Step-Tardy Detention

Sweeps of hallways will continue throughout the year. For students that violate the policy will receive a lunch detention either that day or the next school day. Regular tardy reports will be created to examine for students who are habitually tardy. Excessive tardies may be classified as defiant and face consequences as described in Class Two violations of the Student Discipline Policy.

Tardies during occasions of inclement weather and other unforeseen events will be handled at the discretion of school administration.

The tardy count will reset each semester.

School administration holds final discretion in regard to all tardy procedures.

PROCEDURES FOR EARLY DISMISSALS

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

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

In our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian you must contact the attendance office in writing via email, fax, or hand-written note to allow other individuals, including but not limited to step-parents, older siblings, and grandparents to pick up the child(ren) prior to the child(ren) being released**. If we have not heard from you in advance we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at the school until the end of the day. If you would like to authorize other people to pick up your child(ren), please request a *Student Pick-Up Authorization* form for each student, fill it out, and return it to the school. (North Campus and Main Campus must have separate forms completed).

****If a parent or guardian picks their student up before the end of the day (even by 5 minutes) for any reason, the student will receive a partial absence.**

School personnel may excuse a pupil before the end of the school day upon request of the parent or legal guardian for reasons which include, but are not limited to, the following: doctor appointments or home crises.

**Students who drive themselves to and from school may be excused to sign themselves out with both:*

1. *A parent email or fax to the attendance office, **and***
2. *A parent phone call for approval.*

These students are not to transport any other students with them off campus.

Building Administration reserves final discretion on all decisions regarding early student dismissals.

DISCIPLINE POLICY

At the Academy, we believe the learning environment is of utmost importance. Each and every student has the right to a peaceful classroom in which they can do their best learning. No student has the right to disrupt the learning of other students, nor the work of the teacher. Therefore, we pride ourselves on maintaining a safe, orderly, quiet learning environment with the high expectations of behavior and conduct for all. Our behavior referral system and discipline policy are designed to support and maintain these expectations.

BEHAVIOR REPORTS/REFERRALS

A behavior report is an electronic record of an alleged violation of The Academy Discipline Policy. Teachers, staff, administrators, and paraprofessionals have a responsibility to complete behavior reports or incident reports when they observe behavior violations. Volunteers have a responsibility to notify school Administration of any observed infraction. It is up to the judgment of Administration, after conducting an investigation, to determine whether it is a violation. The parent/guardian will be notified of each violation.

CLASS ONE VIOLATIONS

Class One Violations shall result in expulsion for the first offense as defined by 22-33-106 C.R.S. The police shall be called on any matter involving a legal felony (including but not limited to drugs, weapons and/or explosives, assault, knowingly or recklessly causing bodily injury, robbery, and theft).

Violations concerning alcohol, imitation drugs, dangerous substances, paraphernalia, gangs, distribution of libelous or slanderous materials, or weapons (other than those included in the paragraph above) which could be used to hurt others, including facsimile weapons, will be referred to the Administrator(s) and may lead to expulsion.

CLASS TWO VIOLATIONS

Other transgressions including, but not limited to:

- Academic Dishonesty
- Bullying
- Defiance/Insubordination
- Destruction of School Property
- Disrespect
- Ethnic Intimidation
- Fighting Offense
- Gang Activities
- Harassment/Threatening
- Inappropriate Behavior – Sexual
- Left Class and/or School without Permission (student walkouts)
- Off Campus Behavior

- Possession of Stolen Property
- Profanity/Obscenities/Verbal Abuse
- Repeated Interference
- Tobacco Possession/Use
- Theft
- Trespassing
- Truancy/Cutting Class
- Other
 - The above behaviors will result in the student receiving a written referral, being sent to an administrator, the parents being called, and if determined to be an intervention, a 1-5 day suspension.
 - The Administrator(s) has the option to recommend the student for expulsion if warranted on the first occurrence. Habitually disruptive students shall be subject to expulsion, as defined by C.R.S. 22-33-106.

CLASSROOM REMOVAL OF DISRUPTIVE STUDENTS

To the extent authorized by Colorado law, a classroom teacher may remove a student who disrupts the educational environment of the classroom for the remainder of that class. Upon a third such removal from class, administration may remove the student from class for the remainder of the term, so long as removal is consistent with federal and state law, and with due process and intervention procedures.

CLASS THREE VIOLATIONS

Other transgressions including but not limited to:

- Defiance
- Hallway Infractions
- Inappropriate Behavior
- Name-calling
- PDAs (public displays of affection)*
- Petty Lying
- Possession Of Articles That Are Not Allowed
- Profanity
- Other

*PDAs(Public displays of affection): are typically Class Three violations. Flagrant and inappropriate physical displays of affection are not acceptable on school grounds. This includes, prolonged hugging, kissing and leaning physically on each other. School administration will determine whether a student violation is considered a Class Two or Three.

Any other action considered inappropriate by teachers or administrators will be handled by the teacher in the classroom or by the administration. The parent(s) will be notified on or before the third offense and may be required to come and get the child for the day. Detention may be used to correct these behaviors. Continued behaviors may lead to an out-of-school suspension. Parents must confer with appropriate school personnel before the student is allowed back in class.

CLASS THREE DISCIPLINE LADDERS

Each Step will include a teacher issued consequence and the following action:

- Step 1 – Teacher assigns a consequence and contacts parent/guardian (by phone or email within 24 hours)
- Step 2 – Teacher assigns a consequence and contacts parent/guardian (by phone or email within 24 hours)
- Step 3 – Teacher assigns a consequence and contacts parent/guardian (by phone or email within 24 hours)
- Step 4 – Parent/administration conference (by phone or in person), a consequence, and student conference with Dean.
- Step 5 – Office referral, 1-5 day suspension at administrative discretion.
- Step 6 – Office referral, 1-5 day suspension at administration discretion.
- Step 7 – Parent/administrative conference, 1-5 day suspension and/or development of habitually disruptive contract.

Each teacher is expected to manage classroom issues. Classroom teachers are to explain classroom rules to students. Teachers are not to send students to the administrator's office for Class Three violations. Students may only receive one step per day and if the behavior continues they will be sent to the administrative office. All steps will be documented by the teacher.

Teachers and administrators reserve the discretion to enforce discipline policies using logic, not the letter of the law, in reference to what classifies as a step, or the level of class offense.

OFF-CAMPUS BEHAVIOR

Behavior which takes place on or off campus may result in discipline sanctions up to and including expulsion from school when such behavior was or is likely to be detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the student or other students. In determining whether off-campus misconduct is or is likely to be detrimental to the welfare or safety of students or school personnel, the administrator shall consider, among other relevant factors: the extent to which other Academy students were involved in or present during the off-campus misconduct; the proximity to school and the school day; and the known or predicted negative impact or effect the misconduct had or is likely to have on the school environment. The existence or criminal charges and/or a criminal adjudication in relation to off-campus behavior may also be considered in determining whether the misconduct warrants school sanctions.

Wearing or usage of cult or gang symbols or materials, before or after school, will result in parents being informed by the Administrator/designee.

PHYSICAL RESTRAINT/SECLUSION

To the extent authorized by Colorado law The Academy permits trained personnel, acting within the scope of employment, to use and apply restraint or force as is reasonable and necessary to restrain or prevent a student from threatening physical injury to self or others; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or student safety. Law enforcement will act according to their agency guidelines regarding restraint or force when safety is at issue.

DETENTION

Teachers have the right to require students to stay during lunch or after school for disciplinary reasons. When staying after school for longer than 15 minutes, the students will be allowed 24 hours to make arrangements. Athletic practice, club meetings, etc., are not valid reasons to be excused from staying after school. A student may (at administrative discretion) receive a suspension if the student does not attend detention without just cause. Special projects are excluded. With parent's permission, teachers may require students who are behind in homework to stay until 4:00 p.m. one day a week to make up work.

SEARCH AND SEIZURES

School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased, or otherwise used by the school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" - which includes all substances or materials prohibited by school/district policy or state law, but not limited to: drugs, drug paraphernalia, alcoholic beverages, guns, knives, and/or other weapons, incendiary devices, and dangerous instruments.
- Any material or item which presents an imminent danger of physical harm or illness.
- Materials not properly in the possession of the student involved.

"Reasonable suspicion" must be based on articulated facts and reasonable inferences which supply grounds for suspecting that the search will lead to evidence that the particular student has violated or is violating either a specific law or rule of the school.

When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search. The scope of a search must be no more intrusive than is reasonably necessary under the circumstances. All measures taken by school officials must be rationally related to the objectives of the search.

Under conditions specified in policy, automobiles parked on or being operated on school property or at a school activity may also be subject to search by school officials.

A written record of the particulars of the search shall be prepared explaining the basis for the search, including facts and inferences amounting to "reasonable suspicion." Reference to any evidence obtained through the search, and to be used as the basis of disciplinary actions, shall be included in the report.

The Academy utilizes random canine searches from time to time to deter students from bringing contraband on school property. Such searches involve trained dogs and their handlers scanning property or general areas, but never individuals. Should a dog alert its handler to the possible presence of contraband, the handler would notify school officials. A canine alert constitutes reasonable suspicion for school officials to conduct a search following the procedures within this section

➤ SEARCHES OF LOCKERS, DESKS, & STUDENT STORAGE AREAS

School lockers, desks, and storage areas are school property, which the school has made available for use by students for educational purposes. School officials have the right to inspect the lockers, desks, and storage areas in the discharge of their duties.

➤ PERSONAL SEARCHES

When there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness, or materials not properly in the possession of the student involved, the school official shall have the right to search the student and to seize such materials.

Searches of the person of a student shall be limited to:

- Searches of the pockets, shoes and socks of the student.
- Any object in the student's possession such as a purse, briefcase, or book bag.

The search of a person shall occur only in the presence of a third person of the same sex as the person being searched. Searches shall be conducted out of the presence of other students and in a private room.

When extreme emergency conditions require a more intrusive search of the student's person, the school official shall contact the police.

➤ SEIZURE OF PERSONAL ITEM(S)

Items seized may be:

- Returned to the parent or guardian of the student from whom the items were seized.
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized.
- Turned over to law enforcement officers.

DISCIPLINE APPEAL PROCESS

Disciplinary decisions made by an administrator that do not result in a suspension are final.

Suspensions shall be served as assigned by an administrator. An appeal by a parent for the purpose of clearing a student's disciplinary record of an associated suspension may be made in writing to the level Principal soon after the assignment of the suspension. The appeal for a review of a suspension by a student/parent should address two questions:

- 1) Did the student commit the alleged infraction?
- 2) Did Academy staff follow applicable procedures?

The decision to clear a student's disciplinary record of a suspension should contain a negative answer to one of these questions.

In the event the response of the Principal is not satisfactory to the student/parent, the parent may appeal in writing to the Executive Director/CEO soon after receiving the response of the school level Principal. The Executive Director/CEO shall respond to the parent in a timely fashion.

In the event the response of the Executive Director/CEO is not satisfactory to the student/parent, the parent may appeal in writing to the Board of Directors soon after receiving the response of the Executive Director/CEO. The Board of Directors shall respond to the parent in a timely fashion.

HEALTH SERVICES

HEALTH OFFICE

A health aide staffs the School Health Office and provides minor first aid to those students who become sick or injured while at school, administers prescribed medications, and maintains health records. Other designated staff may provide coverage in the health office when the health aide is not in the office. A school nurse consultant (RN) oversees the health office and staff providing care in the health office. The school nurse consultant is not on site on a daily basis.

HEALTH INVENTORY AND HEALTH UPDATE

The Health Inventory Form should be completed for each new student enrolled during the school year and if there are any changes for current students. Students with any medical condition must complete a Health inventory each year while attending The Academy.

The Health Inventory Form does not require a physician's signature and is not considered a Physical Form. Therefore, please do not confuse it with the Physical Form. The Physical Form needs to be turned into the Athletic Department.

COLORADO IMMUNIZATION LAW

Please be advised that:

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

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

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

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Generally children do not need to take medication during the school day. However, when your doctor prescribes a prescription or over-the-counter medication that must be taken at school, the following steps **MUST BE** followed for the safety of your child and the other children in school (this policy is based on State Health Department rules/regulations). **COUGH DROPS, HOWEVER, ARE THE EXCEPTION TO THE RULE AND MAY BE CARRIED BY THE STUDENT.**

All medication given at school must have a medication request form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. The medication request forms are available at school, and may be downloaded from the school's website. Remember that this policy **NOT ONLY** applies to prescription medication but to **ALL OVER-THE-COUNTER MEDICATIONS** such as Tylenol, cough syrups, eye drops, ointments, etc. Herbals and homeopathic remedies may not be administered at school. Medication must be provided by the parent in a pharmacy labeled bottle, prescribed for the student or in the original over-the-counter container. No more than a one month supply of medication should be brought to school at one time. The expiration date must be after the end of the school year whenever possible.

All medication is kept in a locked area in the school health office. Students are not allowed to keep medication with them (in their lunch box, backpacks, etc.). EXCEPTION: Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include one (1) inhaler necessary to control asthma or other respiratory conditions; and two (2) epinephrine auto-injectors.

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

PREVENTATIVE PRODUCTS

Sunscreen, insect repellent, chap stick, cough drops, and contact lens solutions are preventative products and do not fall under the Medication Policy. Students may bring these items for their personal use ONLY.

SCREENING PROGRAMS

Vision and hearing screening is mandated for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels, for children new to the school, and for any child with a suspected deficiency. This screening does not include extensive testing, but if a deficiency is found, parents are contacted and advised to arrange for a more complete evaluation.

STUDENT ILLNESS/INJURY/EMERGENCY AT SCHOOL

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

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

EMERGENCY HEALTH SITUATIONS AT SCHOOL

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

STUDENT ILLNESS

When to Keep a Child Home: If you have questions, please call your school health aide. The following are guidelines to help you determine whether or not you should send your child to school:

- RASHES - your child should be kept at home unless a note, provided by a doctor, states the rash is not contagious or has been treated for 24 hours. Or your child may return after the rash has resolved on its own.
- VOMITING - your child should be kept at home until symptom free for a **full 24 hours** without taking medication to prevent symptoms.
- DIARRHEA - your child should be kept at home until symptom free for a **full 48 hours** without taking medication to prevent symptoms.
- FEVER OF 100 DEGREES OR MORE - your child should be kept home until fever free for a **full 24 hours** without taking medication to prevent fever.
- STREP THROAT - your child may return after a **full 24 hours** of antibiotic treatment, when child is symptom free and able to participate in normal daily activities.
- COMMON COLD - keep your child at home if your child is not "feeling well", has a fever, has a lot of nasal discharge, or has a persistent cough. Children may return to school when able to participate in normal daily activities.

- "PINK EYE" (conjunctivitis) – **Bacterial infection**: child should be kept at home until they have been started on antibiotics, a doctor's note stating your child has started treatment and is okay to return to school is required. **Viral infection**: child should stay home until there is no drainage. Your child may return to school with a doctor's note stating it is OK for him/her to return to school.
- IMPETIGO - keep your child home from school until they have been treated with antibiotics for **24 hours**, a doctor's note stating your child has been treated for 24 hours and is okay to return to school is required.
- CHICKEN POX - your child should remain home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.
- PERSISTENT COUGH - your child should remain at home if the cough is persistent or disruptive to the class.
- UNTREATED DRAINAGE FROM WOUND, EYE, or EAR INFECTIONS - your child should remain home from school until your physician advises their return.
- HEAD LICE – If you suspect or have already discovered head lice on your child, please notify the school as soon as possible. The information will be kept confidential. Students may return to school **24 hours** after being treated.

Academy policy regarding communicable disease is based on the desire that your child recovers as quickly as possible and doesn't expose other students to the illness. In general, **if you are unsure whether or not to send your child to school, you should keep your child home for a day and call your health care provider for advice.** Also, please let the school know if you do discover that your child has a communicable disease or serious illness.

The Academy follows the Colorado Department of Public Health & Environment (CDPHE) Guidelines for Infectious Disease in School Settings.

Remember these are just guidelines and The Academy has the right to increase these guidelines for the protection of our whole community.

ACADEMY BREAKFAST AND LUNCH PROGRAMS

NUTRITION SERVICES AND STUDENT WELLNESS

The Academy is committed to promoting good nutrition and physical activities. Information about free or reduced price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available at each campus kitchen or administrative office. Information may also be found on the school's website under the Nutrition link.

Schools along with parents can play a major role in reducing the number of overweight and obese children and youth. Schools are a place where students can gain the knowledge, motivation, and skills needed for lifelong physical activity and lifelong healthy eating habits and are also a place for students to practice these habits.

FREE OR REDUCED-PRICE LUNCH/BREAKFAST PROGRAM

The Academy offers free or reduced-priced meals to qualifying students. Applications are available at Check-In, the school cafeterias, and in the front office of both campus locations. All students, new and returning, must fill out a new application for free or reduced-price meals. Applications do not carry over from prior years. Applications completed for students in other schools are not eligible for The Academy program.

Lunch Applications are available by a link on The Academy Website under Nutrition. ***Our School server is Pinnacle School Food Authority.*** Then find the Academy Charter. We are NOT affiliated with Adams 12 School district. ***Lunch Applications will be available after July 1.***

BREAKFAST HOURS

We are open for Breakfast at both Campuses' at 7:00 AM.

PRICES FOR BREAKFAST

Breakfast - \$2.00 for both Elementary and Secondary students

Lunch - Free for reduced and free qualifying students
\$3.25 Elementary
\$3.25 Junior High (7-8)
\$3.50 High School (9-12)
Qualifying free students remain Free
Qualifying reduced students is 40¢ a day or \$2.00 per week

A la carte snacks are available for purchase by students starting in 3rd grade. If you do not want your student to purchase snacks please contact the Cafeteria Manager to flag your student's account.

PAYMENT INFORMATION

There are NO charges on the a-la-carte side of the cafeteria, no exceptions. We accept Cash, Checks, and Credit Cards (Credit card in person - NO over the phone payments will be accepted). The Lunchroom does not cash checks. All checks will be applied to an account in your child's name. Any money left in your child's account from the prior year will transfer to the new school year.

RETURNED CHECKS

There will be a \$20.00 check charge for all returned checks.

MYSCHOOLBUCKS.COM

Please set up an account under myschoolbucks.com. This is where you can monitor your child's account. You can set up a reminder when your child has a LOW balance in his/her account. Either pay on-line or send money in with your child. Remember we do not take credit card payments by phone.

Any further questions please contact:
Kitchen Manager – Main Campus X 169
Assistant Manager – North Campus X 527

POLICIES AND STATUTES

LAW ENFORCEMENT

The Academy works cooperatively with law enforcement agencies throughout the north Denver metropolitan area. Law enforcement should be notified by administrators in school related situations that involve suspected criminal violations or any time school safety may be at risk. Law enforcement officers will act consistent with their agency's guidelines in responding to referrals or otherwise becoming involved in school matters.

SOCIAL SERVICE PROCESS

In the event, that law enforcement or social services arrives at the office of The Academy requesting to interview one of our students without a parent/guardian present, the following process will be followed:
The receptionist or front office personnel will contact the CFO/Senior Admin to explain the circumstances for their inquiry. Then, if the agency has convinced administration why the meeting should remain confidential and has just cause to interview the student without notifying the parent/guardian, we will locate a private meeting space with the student. If there is no cause a member of administration will notify the parent/guardian of the situation immediately.

NO CHILD LEFT BEHIND/PARENTS RIGHT TO KNOW (COMPLIANCE)

Federal law allows parents to request information regarding the professional qualifications of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any

paraprofessional staff member providing service to their child. Parents who would like to request this information should contact administration.

HOMELESS STUDENT NOTIFICATION

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act.

NONDISCRIMINATION/HARASSMENT

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

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

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

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

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

*Colorado Civil Rights Commission
1560 Broadway, Suite 1050 – Denver
303-894-7830
U.S. Department of Education's Office for Civil Rights
1244 Speer Boulevard, Suite 310 – Denver
303-844-5695
Email: OCR_Denver@ed.gov*

OBTAINING SEX OFFENDER INFORMATION

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

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

OR

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

VIDEO AND AUDIO MONITORING

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

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

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

WEAPONS

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

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

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

SECTION 504 OF THE 1973 REHABILITATION ACT

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

THE INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004

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

GANGS, SECRET SOCIETIES AND DISRUPTIVE GROUPS

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

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

Examples of prohibited items, behaviors or actions which may be indicative of gang, secret society or disruptive group affiliation include but are not limited to:

1. Colors / Numbers – A common color or number used to represent affiliation with the disruptive group. Colors and numbers may be represented through, but not limited to, clothing, bandanas, nail polish, sports logos/apparel, make-up, or other items that display a “color” or number on a person or possession.
2. Signs – Verbal or Physical – Statements, gestures, signals, or signs flashed by individuals either to members of their own disruptive group as communication or identification, or intended as taunts or challenges to others.
3. Graffiti – A drawing, symbol, phrase, cryptic writing, code, icon, logo, or written word used to express opinions, membership in a disruptive group or gang, about other groups or gangs, or direct challenges to others.
4. Apparel / Jewelry – Hats, bandanas, emblems, trademarks, badges, insignias, logos, belts, belt buckles, colored shoe strings, jewelry or other clothing that identify the individual with the disruptive group and/or that carries meaning for the disruptive group.
5. Manner of Grooming – Tattoos, hairstyles, and other unifying marks (i.e. manner of shaving, piercings) indicative of affiliation with or that carries meaning for a disruptive group.
6. Recruitment – Action to knowingly solicit, to invite, recruit, encourage, coerce, or otherwise cause another to actively participate in or become a member of a disruptive group. Furthermore, recruitment also includes the use of force, threat, or intimidation directed at any person, or by the infliction of bodily injury upon any person, thereby preventing the individual from leaving a disruptive group.

Action up to and including expulsion from school may be considered for any single violation of this policy depending upon the nature of the offense, the severity of the situation, and the student’s discipline history. Unless the student has a prior discipline history, or unless other policy violations or safety concerns exist, the typical progression of consequences for violations of this policy are:

1. **1st Offense** – warning and education about the policy, school based sanctions including suspension up to three (3) days out of school, and a requirement that student and parent review and sign a statement indicating their understanding of this policy.
2. **2nd Offense** – a minimum of three (3) days out-of-school suspension and a required parent meeting as a condition of re-entry for the purpose of reviewing this policy and the consequences of future violations.
3. **3rd or Subsequent Offenses** – up to a 10-day out-of-school suspension and potential expulsion from school.
4. **All violations** of this policy which involve violence, threats of violence, or an immediate risk to the safety of students or staff shall result in suspension out-of-school for a minimum of three (3) days.

BULLYING

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

Bullying based upon a student’s race, gender, religion or creed, national origin, sexual orientation, or disability may actually constitute harassment.

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

1. Students who have been bullied should report the situation to an administrator or teacher.
2. Students who witness bullying should report it to a staff member.
3. School staff who witness bullying should take action to stop the bullying and to report the situation for appropriate administrative intervention.
4. School administrators should promptly investigate and respond to bullying reports.

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

ASBESTOS

The Asbestos Hazard Emergency Response Act enacted in 1986 mandates that the US Environmental Protection Agency make rules regarding asbestos hazards in schools available for review.

The Academy's new facility located at 11800 Lowell Boulevard, Westminster, CO was constructed in 2004-2005 and opened in August of 2005. No asbestos containing materials were designed for, nor specified, nor installed in the construction of the new school.

State law requires that an asbestos management plan must be in place and be made available for public review, even though no asbestos containing materials were used when the school was constructed. The law further requires that the school community be made aware of the plan on an annual basis.

This letter is the official notification that such a plan is in place and available for review in the office of the Operations Director at the above referenced address.

ACADEMY ELEMENTARY

At The Academy, we believe that a safe and orderly environment is a vital component of our instructional program. By providing such an environment while developing appropriate skills, attitudes, and personal responsibility is embodied by every staff member and student. Each parent and/or guardian must take an active role in supporting this plan. Parents, guardians and school staff must work together to create the proper learning environment and set an example with positive actions and behaviors in order for students to learn to be responsible citizens.

CLASSROOM RULES AND PROCEDURES

CLASSROOM GUIDELINES

Each teacher will issue an outline of classroom rules/guidelines. These rules and guidelines will be discussed in class and students should take them home and discuss them with their parents. Any questions should be directed to the teacher at the beginning of the school year to eliminate any misunderstandings.

APPROPRIATE TECHNOLOGY USE

Students shall use technology in a manner in keeping with The Academy Core Values. Academic Dishonesty includes, but is not limited to the following: Students may only log onto their own online accounts. This covers all accounts including, but not limited to; Accelerated Reader or Math, STAR, Power School, Kahn Academy, or any other account. It is unacceptable to log into any other student's account, even if it is a sibling. Any student who logs into any other student's account will automatically receive a behavior step for academic dishonesty.

CLASSROOM PARTIES (GRADES K-6)

Parties and holiday observances will be held at the teacher's discretion, except for Halloween. There are no Halloween parties. Students will not be allowed to dress in Halloween costumes during school hours. Parents must notify the teacher in advance if they prefer their child to not participate in a particular holiday observance or party.

GRADING POLICY

Purpose of Grades

The primary purpose of grades is to communicate student achievement to students, parents, school administrators, post-secondary schools, and the public.

Graded Assignments

- All graded assignments must directly relate to the Colorado Academic Standards or Core Knowledge.

- Grades will be based on individual achievement of learning goals and will not be affected by issues such as effort, attitude, and participation. These factors will be handled separately.
- Individual grades will be given for group work rather than an overall group grade. Students will be graded relative to published standards and not in comparison to each other.
- Daily work (in-class practice assignments, discussions, and other forms of descriptive feedback to students about their learning, homework) that is used to monitor student learning in progress and/or adjust teaching will not be factored into grades.
- Assessments will be used for grading purposes. Assessments take place after learning has occurred and may include, but are not limited to: unit tests, independent class work, and quizzes.
- Late or missing assignments will be marked as “incomplete” until the work is completed. Students may have to stay after school to finish incomplete or missing assignments.
- The Academy policy for make-up work is to give students two days for each day absent as time to make up work. If the student is too ill to stay current, even the stated amount of time may not be sufficient and may generate great stress for the student. Parents, students, and teachers will agree on a mutually acceptable target dates for completion of work. If a student is indisposed up to and beyond a grading period, parents, teachers, and the principal will make arrangements for a fair opportunity to make up work.
- Students must turn in work in a timely manner because it benefits them in their achievement of learning goals. Chronic lateness of work will be dealt with as a behavioral problem — not a grade reduction — with a variety of remedies, including parental notification, a record of missed assignments, staying after school, or coming in early to complete assignments. The consequence for not doing the work is---doing the work!
- In addition to scheduled school-wide progress reports, parents will be notified by Friday when a grade of D or F appears to be forthcoming, and/or when there is a marked or sudden change in a student’s performance or attitude.
- In class assignments, homework, and assessments will be allowed to be re-done at the teacher’s request only. Corrective instruction or re-teaching must happen between the original assessment and the reassessment. Re-dos will be taken for full credit. Reassessments must be completed at school, not at home, and at the teacher's request.

HOMEWORK

The Purpose of Homework

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

Your responsibility as parents is to provide daily time and the right environment for your child to complete homework. Offer assistance as needed without doing the homework for your child. It is also your responsibility to communicate with the teacher any problems that arise, any concepts your child is struggling with, or if the amount of time your child spends on homework exceeds the time allotments below. These times are approximate. Your individual student’s pace may need to be taken into consideration. Independent reading time is included in these times.

Time Allotments

Kindergarten - up to 10 minutes per night

Grade 1 - up to 20 minutes per night

Grade 2 - up to 30 minutes per night

Grade 3 - up to 40 minutes per night

Grade 4 - up to 50 minutes per night

Grade 5 - up to 60 minutes per night

Grade 6 – up to 70 minutes per night

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

Homework Accountability

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

Students that do not turn in homework have the following choices:

- 1) Use a “Disaster Relief Pass.” This is a freebie for your student; they do not need to make up the work. The Disaster Relief Pass can be used for daily homework, not projects. The Disaster Relief Pass is to be turned in the day the assignment is due. For Kindergarten – 2nd grades, the pass can be turned in up to 24 hours after the homework was due. We offer the “Disaster Relief Pass” as a way of saying that we all need grace at times when life gets hectic as we all know it can sometimes!
- 2) Complete the homework and turn in to receive full credit and remove the “missing” marking in Power School.

In addition, students will only receive a Pride Punch for the week, if the homework is turned in on the due date or a Disaster Relief Pass is used in a timely fashion.

PRIDE CLUB

Pride Club is designed to motivate and reward students for good behavior and academic achievement in school. Students can receive one punch per week if they meet the following criteria:

- ★ No discipline issues (i.e. a step, write-ups, emails/calls home, etc.)
- ★ No missing assignments or late homework for the week.

Your child’s teacher will give qualifying students a punch on their card at the end of each week.

At the end of each month, the names of students who have received a punch every week in that month will be posted on our celebration board. Additionally, these students will receive a Pride Club wrist band.

At the end of each semester, students who have earned a punch each week in the semester will receive a special recognition award at the Awards Assembly.

REPORT CARDS

Report cards will be issued each semester. Mid-term reports will be issued at the mid-point of each semester for elementary students only.

The grading scale is as follows:

Kindergarten – 6th Grade

A = 90-100	Excellent
B = 80-89	Good
C = 70-79	Average
D = 60-69	Below Average
F = Below 59	Failing
I =	Incomplete

K-6th Writing Only

A = Advanced
P = Proficient
PP = Partially Proficient
U = Unsatisfactory

ACADEMIC HONORS (HONOR ROLL)

Elementary students having a GPA of 3.0 -3.49 receive Academic Recognition

Students with a GPA of 3.5-3.99 qualify for Honor Roll

Students with a GPA of 4.0 qualify for High Honor Roll

- A student may receive Academic Recognition and Honor Roll if only partially proficient in writing, but not High Honor Roll (must be proficient in writing). A student receiving an unsatisfactory score in writing will not receive an academic award. Each core subject (Reading, Spelling, Language, Math, Science, and Social Studies) is weighted 1.0 in the GPA. Each Special (P.E., Art, Music, Science Specials, and Computers) is weighted 0.20 in the GPA for a total of 1.0.
- Any student who receives an F in a core subject is not eligible for an academic award.

STUDENT, CLASSROOM, & CURRICULUM FEES

The following fees apply to all students participating in any of the following programs:

Full-Day Kindergarten Tuition	\$375	Per month (9 months) required (full day kindergarten only)
Fees – Includes: textbook/instructional materials fee, technology, and science fees	\$120	Per child, per year required (K-2nd grade)
Fees – Includes: planner, textbook/instructional materials fee, technology, and science fees	\$120	Per child, per year required (3rd – 6th grade)
Outdoor Education (6 th Grade)	\$230	Per child
Outdoor Education (Chaperones)	\$110	Per adult (limited availability)
Band/Orchestra Instruments	Varies	By instrument depending on the rental company
Intramural Sports	Varies	By sport (volleyball and basketball)
Lost or Stolen Curriculum Books	Full cost, plus 15% shipping & handling, to replace books	
Damaged Curriculum Books	Up to full replacement cost of book may be assessed depending on damage to book	
Lost or Stolen Library Books	Replacement of book plus \$5 processing fees	
Damaged Library Books	Full cost	
Deposit for curriculum loaned out for the summer	A check written for the full replacement cost of each book loaned will be needed for each loaned book. The check will be held at the school until such date (as determined by the Media Clerk) or the books are returned. If the books are not returned by the deadline, the check will be deposited.	

Student fees are assessed for each student based on grade level. Each student is assessed a fee for materials related to the classroom or usage of classroom materials. Payment for student fees can be made via cash or check in the Finance Office or parents may also pay online via credit card at The Academy web portal via the internet at <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55853>. You will need your student’s school ID and an email address to register for this service.

All fees are due and owing prior to the last day of each semester. If there are fees still owing at the end of the school year the student’s report card will be held and all fees and late fees will be reported to collections.

Returned checks are handled by an outside agency, CheckFirst. Once a check is identified as NSF by the bank or financial institution, it is automatically sent to CheckFirst by the bank and becomes the legal property of CheckFirst for purposes of collection. The Academy will no longer have any legal say in the fees or collection process of the check. You will be responsible for any and all fees assessed by CheckFirst for the collection of the NSF check. You will need to contact CheckFirst a division of Wakefield & Associates

(303) 537-2900 to resolve the situation. Until the NSF is resolved with CheckFirst, your student's account will remain unpaid and may be subject to collection.

Although we make every reasonable effort to arrange for payment of outstanding balances; The Academy uses an outside collection agency for collection of past due accounts. If it becomes necessary to send your account to an agency for collection of unpaid fees and late charges, you will be assessed any and all related charges, including reasonable attorney's fees and court costs.

FRIDAY FOLDERS

Every Friday each student will bring home a Friday folder. The folder will contain graded student work.

The teacher's weekly newsletter and communication from the school are electronic and emailed to parents each week Friday from the teacher.

PHYSICAL EDUCATION

All students will participate in physical education. Exceptions to participating in the physical education class will be made for students with temporary or chronic illness which would be adversely affected by exercise or climatic conditions. If your child has a chronic illness for which an exception should be made, please provide written documentation from a licensed physician. It should also have been noted in the proper place on the registration form and/or yearly Health Inventory Form. Should a student require other accommodations, alternate physical education credits will be arranged (i.e., written work).

STUDENT COUNCIL AND PRIDE AMBASSADORS

Student Council is the official representative of the elementary student body with representative's chosen in grades fourth through sixth. The council will meet regularly with the sponsor to discuss school-related concerns and activities.

PRIDE Ambassadors are sixth grade student leaders. The main purposes of this program are to develop leadership skills, provide positive peer role models for elementary students, and serve The Academy community as goodwill ambassadors.

In order to participate in the Student Council or PRIDE Ambassador programs, students must maintain good grades (no F's and a maximum of 1 D) on mid-term and semester report cards. Additionally, these students must follow all classroom and school rules. Discipline referrals and suspensions will affect their ability to participate in Student Council and/or PRIDE Ambassador activities and may cause removal from their position.

RETENTION AND PLACEMENT ADJUSTMENT POLICY

The Academy is committed to helping students achieve their potential. It recognizes that advancing students to the next grade level that do not have an acceptable level of understanding of the material presented in the current grade level may not be in the best interest of the student. Therefore, The Academy has adopted the following guidelines for retention of students to their current grade levels. Placement adjustments are recommended by the end of first semester or sooner to place the student closer to the student's ability level. We believe that it is in the best interest of the student that placement adjustments are made quickly, rather than allowing students to struggle through the entire school year.

The student will pass the grade level if they pass at least one-half ($\frac{1}{2}$) of their subjects, including at least three fourths ($\frac{3}{4}$) of their core subjects: math, science, English/reading, and social studies for two semesters. Students not meeting this requirement may be advanced to the next grade level only if the parents, teachers, and the Elementary Principal jointly agree that it is in the best interests of the student and the school.

The student’s placement will be adjusted down one grade level if they do not pass at least one-half ($\frac{1}{2}$) of their subjects, including at least three fourths ($\frac{3}{4}$) of their core subjects: math, science, English/reading, and social studies at the end of the first semester. Retention of students with IEPs must involve his/her staffing team: the Learning Disabilities Specialist, Elementary Principal, teacher(s), parents, and other specialists.

MORNING ENTRY

Monday, Wednesday, Thursday and Friday Morning Entry Procedures

Main Campus	North Campus	
7:00	7:00	Breakfast opens.
7:00	7:15	Doors open. Students report either to the gym and line up with their classes or go directly to their classroom.
7:55-8:05	7:35-7:45	Teachers pick up students in the gym any time during this window and walk them to the classroom.
8:05	7:45	Bell rings – Anyone entering the classroom after the bell is tardy. Pledges & morning announcements followed by Morning Meeting

Tuesday Morning Entry Procedures

Main Campus	North Campus	
7:00	7:00	Breakfast opens.
9:05	8:45	Doors open. Students report either to the gym and line up with their class or go directly to their classroom.
9:05-9:20	8:45-9:00	Teachers pick up students in the gym any time during this window and walk them to the classroom.
9:20	9:00	Bell rings – Anyone entering the classroom after the bell is tardy. Pledges & morning announcements followed by Morning Meeting

AFTER SCHOOL PROGRAM

The Academy offers an after school educational program for children ages 5-12 and is a licensed enterprise program through the State of Colorado. There is an annual registration fee plus monthly tuition. For additional information on the program please refer to “After Care and Summer Camp” on the school website.

AFTER SCHOOL PICK-UP

All students not involved in an afterschool activity must be off campus within 15 minutes of dismissal time. The Academy cannot take responsibility for students who remain past this time. Elementary students not picked up by that time will be taken to the after school program and parents will be charged the single-day rate. Please call the office if you have an emergency and cannot be on time to pick-up your child. If we are unable to make contact with a parent/guardian by 4:00 pm, the local Police and Social Service Departments may be notified.

Siblings or carpool students may not be left in the care of brothers/sisters or other students involved in after school activities.

For the safety of all please refrain from cell phone usage while driving in the pickup and drop off queues.

North Campus

- All drivers must be on the student's authorized pick-up list in order to pick up the student after school. This list is kept and referred to by the teacher. If you wish to update this list, please do so with the teacher.
- Students must stay with their teacher until picked up. Please make sure the teacher sees you before you take your child.
- Please only allow your child(ren) to get into your car on the curb side.
- Please refrain from conferencing with teachers at pick-up time.
- Students are not allowed to run across the field to get into cars that are on the road, even if they have a sibling picking them up and running across the field with them. The same is true for the street in front of DeVry University. You must drive through the pick-up lane or park and walk to pick up your child.
- Please cross the street at our designated crossing areas where we have crossing guards to help you and your children safely cross.

PROHIBITED ITEMS

Students are not allowed to bring any item that disrupts the learning environment. E-readers are allowed in the classroom to read from during AR time. Electronic communication devices are only permissible after school and must be put away during the school day. Students found using cell phones or other electronic communication devices during school hours will have the item confiscated. Once confiscated, only parents will be allowed to pick them up. The school assumes no responsibility if personal items brought by the student are lost, stolen, or damaged.

LOST AND FOUND ARTICLES

All lost and found items of value will be turned in to the school office. Parents may ask at the reception desk regarding jewelry, glasses, phones, and other items of value.

A clothing rack containing unclaimed articles is kept outside the cafeteria at the main campus and near the south exit at the north campus. Periodically unclaimed articles will be donated to worthy organizations. Check the newsletter for the dates Lost and Found articles will no longer be available.

ELEMENTARY STUDENT DRESS CODE

PRE-KINDERGARTEN THROUGH 6TH GRADE

Elementary students are required to be in a uniform during school hours. Our uniform is made up of specific items and colors; NOT ALL clothing items made by the following companies are acceptable dress code items for The Academy. BUY ONLY what is on this list. No substitutes are allowed and "look-alike" items from other companies are not acceptable.

The ONLY OUTERWEAR APPROVED to wear in the classroom is the fleece jacket with The Academy logo which can be purchased through the PTO. Out on the playground and walking to and from the building any coat or jacket may be worn as necessary.

Sweatshirts can be any brand and purchased at any store as long as they are crewneck, have no logos on them, and they match our colors, e.g. white, navy, hunter green, and red. Approved sweatshirts with The Academy logo may also be purchased from the PTO. Hooded sweatshirts may not be worn inside the building by elementary students.

Keep in mind that deciding what size your child wears can be a little tricky especially with Husky and Plus sizes. For example, a girl's 10½ is NOT halfway between a 10 and a 12. Matching the waist measurement to the sizing chart is crucial. Most items run very true

to the charts provided in the catalogs by French Toast and JC Penney. However, one big exception is all of the plaid items from French Toast run one size smaller.

VENDORS

➤ French Toast

French Toast may be purchased by catalog, online, or at Burlington Coat Factory (they have a very limited selection.)

The French Toast web address is: www.frenchtoast.com, the phone number is 1-800-373-6248. Our source code is: QS46ENG. The Academy will get a 5% rebate when the source code is used.

➤ IZOD

IZOD items in our dress code may be purchased from JC Penney. Only those items which appear on the list are approved. You may purchase on-line at www.izoded.com, through the JC Penney catalog, or at www.JCPenney.com. The Academy school code is: 890320252. ***Please bring in receipt for uniform purchases to the Uniform Exchange. The school earns 5% of your purchase.***

➤ TARGET

Cherokee Brand (Name of Item, Approved Colors)

Boys School Uniform Flat Front Short in Navy and Vintage Khaki

Boys Ultimate Khaki Pant in Navy and Vintage Khaki

Boys School Uniform Flat Front Pant in Navy and Vintage Khaki

Boys Long sleeve and Short Sleeve Polo in School Colors (Navy, White, Red, Forest Green)

Boys School Uniform Sweater Vest in Xavier Navy

Boys School Uniform Button Down Cardigan in Xavier Navy

Girls School Uniform Flat Front Pant in Xavier Navy and Vintage Khaki

Girls Straight Twill Pant in Navy and Bonjour Brown

Girls School Uniform Bermuda Short in Navy and Pita Bread

Girls School Uniform Short Sleeve Pique Polo in School Colors (Navy, White, Red, Forest Green)

Girls School Uniform Pleated Scooter in Navy and Pita Bread

Any School Uniform "Jumper" in Navy and Pita Bread

➤ OLD NAVY (Name of Item, Approved Colors)

Boys Twill Uniform Shorts in Navy or Rolled Oats

Boys Plain Front Uniform Short in Navy and Rolled Oats

Boys Cargo Shorts in Navy

Boys Plain Front Straight Uniform Khaki Pant in Rolled Oats NO Navy

Boys Straight Fit Stain Resistant Pant in Rolled Oats NO Navy

Boys Plain Front Uniform Pant (Straight or Loose) in Rolled Oats NO Navy

Boys Pique Polo Long Sleeve and Short Sleeve in School Colors (Navy, White, Red, Forest Green)

Boys Uniform Vest in Navy and Hunter Green, NO Red

Boys Uniform Cardis in Navy and Hunter Green, NO Red

Boys Uniform V Neck Sweater in Navy and Hunter Green, NO Red

Girls Plain Front Uniform Bermuda Shorts in Navy and Rolled Oats

Girls Pleated Uniform Skort in Navy and Rolled Oats

Girls Uniform Jumper in Navy and Rolled Oats

Girls Long Uniform Skort

Girls Ponte Knit Uniform Skort

- Girls Uniform Khaki Pant in Navy and Rolled Oats
- Girls Uniform Pique Polo Long Sleeve and Short Sleeve in school colors (Navy, White, Red, Forest Green)
- Girls Uniform Cardigans in Navy and White NO Red
- Girls Uniform V Neck Sweater in Navy and White, NO Red

➤ KOHLS

Chaps Brand (Name of item, Approved Colors)

- Boys Solid Pique School Uniform Polo Long Sleeve and Short Sleeve in School Colors (Navy, White, Red, Forest Green)
- Boys Flat Front Twill School Uniform Pants in Navy and Khaki
- Boys flat Front Twill School Uniform Shorts in Navy and Khaki
- Girls School Uniform Bermuda Shorts in Navy and Khaki
- Girls Twill School Uniform Shorts in Navy and Khaki
- Girls Pleated School Uniform Scooter in Navy and Khaki
- Girls Pleated Tab School Uniform Scooter in Navy and Khaki
- Girls Pleated School Uniform Jumper in Navy and Khaki
- Girls Stretch Twill Boot-Cut Uniform Pants in Navy and Khaki
- Girls Interlock School Uniform Long Sleeve and Short Sleeve Polo in School Colors (Navy, White, Red, Forest Green) NO Ruffles on Sleeves or Bottom of Polo
- Girls Picot School Uniform Polo Long Sleeve and Short Sleeve in School Colors (Navy, White, Red, Forest Green) NO Ruffles on Sleeves or Bottom of Polo

ACADEMY UNIFORM EXCHANGE

We have a uniform exchange here at The Academy main campus ONLY. Items brought in to exchange need to be in good condition, e.g. no holes or split seams, no stains, and with working zippers. Items can be exchanged for larger or smaller items, or they can be donated and count toward volunteer hours; they can also be purchased. Please check the website for hours of operation.

GIRL'S UNIFORM

Only the following items are approved:

<u>STYLE</u>	<u>BRAND NAMES</u>	<u>COLORS</u>
<u>Shirts:</u>		
Polo shirt (short or long sleeve)	French Toast, IZOD	White, Navy, Hunter Green, and Red, with or without picot trim collar
"Johnny Collar" girls polo shirt	French Toast	
Oxford shirt w/button down collar (short or long sleeve)	French Toast, IZOD	White
Peter Pan blouse (long or short sleeve)	French Toast, IZOD	White or White w/lace trim collar
Turtleneck (long sleeve)	Any brand, any store or catalog	Uniform colors, not ribbed
Short or long-sleeved crew or turtleneck shirt (for layering under a uniform shirt). No words or designs showing.	Any brand, any store or catalog	Uniform colors, not ribbed

Sweatshirts:

When buying other brands of sweatshirts, keep in mind that the colors must match the colors of our polo shirts

Crew-neck sweatshirt	Any brand, any store	White, Navy, Hunter Green, Red
♥ Sweatshirts with The Academy logo may also be purchased from The Academy Uniform Exchange		Red, Hunter Green, and Navy
Sweatshirts with hoods may not be worn		

Sweaters:

Cardigan sweater	French Toast, IZOD	White, Navy, Hunter Green and Red
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Sweater vest

French Toast, IZOD

Navy or Navy with White piping

Bottoms/Jumpers:

All French Toast and IZOD bottoms (including French Toast jeggings) and jumpers are in our school uniform in the colors of navy, khaki and green plaid: Exclusions are rompers, dresses, and corduroys, which are not allowed.

Jackets:

This is the only jacket that may be worn *in* the classroom, see general notes for additional information.

Fleece jacket with Academy Logo

Uniform Exchange

Red, Navy, and Hunter Green

Accessories:

Adjustable cross tie – solid

French Toast

Navy, Hunter Green, Red, khaki

Adjustable cross tie – plaid

French Toast

Green plaid

Socks/tights/leggings to the ankle (no stripes or patterns)

Any brand, any store

White, Navy, Khaki, Hunter Green, Red only

Belts (Belts are a required part of the uniform except in grades K-2)

Any brand, any store/ catalog

Black or Brown

Shoes

Sensible shoes for daily wear, no more than a 1” heel preferred – Sandals may be worn

Any store, any brand

Tennis shoes with non-marking soles must be worn for PE

Any store, any brand

Shoes with wheels and/or lights may not be worn

Hair:

Hair accessories (such as bows, headbands, etc.) must be in uniform colors (white, navy, khaki, hunter green, red)

No unusual hair accessories/hairstyles that cause disruptions in class may be worn

No hair stenciling or unnatural colors may be worn, i.e. green, orange, pink, etc.

Miscellaneous:

Excessive makeup may not be worn

No torn, frayed or clothing with holes may be worn

No face paint or tattoos

No blankets or stuffed animals at school unless it’s a “theme day”

BOY’S UNIFORM

Only the following items are approved:

<u>STYLE</u>	<u>BRAND NAMES</u>	<u>COLORS</u>
<u>Shirts:</u>		
Polo Shirt (short or long sleeve)	French Toast, IZOD	White, Navy, Hunter Green, and Red
Oxford Shirt w/button down collar (short or long sleeve)	French Toast, IZOD	White
Classic Dress Shirt (Long sleeve)	French Toast	White
Turtleneck (long sleeve)	Any brand, any store or catalog	Uniform colors, not ribbed
Short or long-sleeved shirt (for layering under a uniform shirt). No words or designs showing.	Any brand, any store or catalog	Uniform colors, not ribbed

***Sweatshirts:**

when buying other brands of sweatshirts, keep in mind that the colors must match the colors of our polo shirts

Crewneck Sweatshirt

Any brand, any store

White, Navy, Hunter Green, and Red

☺ Sweatshirts with The Academy logo may also be purchased from The Academy Uniform Exchange

Red, Hunter Green, and Navy

*Sweatshirts with hoods may not be worn

Sweaters:

V-Neck Cardigan Sweater	French Toast	Navy, Hunter Green, and Red
Sweater Vest	French Toast, IZOD	Navy or Navy with White piping
V-Neck Long Sleeve Pull Over Sweater	French Toast	Navy, Hunter Green, and Red

Bottoms:

All French Toast and IZOD pants and shorts are in our school uniform in the colors of navy and khaki. Exclusions are corduroy, which are not allowed.

Jackets:

This is the only jacket that may be worn *in* the classroom, see general notes for additional information Please see page 21 for more information.

Fleece Jacket with Academy Logo	The Uniform Exchange	Red, Navy, and Hunter Green
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Accessories:

Adjustable Solid Tie	French Toast,	Navy, Hunter Green, Red
Adjustable Plaid Tie	French Toast	Green Plaid
Socks (no stripes or patterns)	Any brand, any store	White, Navy, Khaki, Hunter Green, Red only
Belts: (Belts are a required part of the uniform except in grades PreK – 2)	Any brand, any store (many stock reversible belts)	Black or Brown

***Shoes:**

Sensible shoes for daily wear. Sandals may be worn	Any brand, any store
Tennis shoes with non-marking soles must be worn for PE	Any brand, any store

*Shoes with wheels and/or lights may not be worn

Hair:

No unusual hairstyles that may cause disruptions in class may be worn
No hair stenciling or unnatural colors may be worn, i.e. green, orange, pink, etc.

Miscellaneous:

No torn, frayed or clothing with holes may be worn
No makeup or fingernail polish may be worn
No face paint or tattoos
No blankets or stuffed animals at school unless it's a "theme day"

SPIRIT-DAY DRESS CODE

On the last instructional day of the week, students may wear either a college shirt (with visible college logo) or Wildcat shirt with their uniform bottoms:

- No jerseys
- No hoodies
- Shirts must be tucked in
- No homemade shirts
- 3rd grade and up must wear a belt with pants with belt loops
- Shirts may be layered with a short or long-sleeved shirt in uniform colors
- No tying or knotting shirts or shirt sleeves

JEANS-DAY DRESS CODE

Periodically it will be announced that students may wear jeans to school for \$2.00. This is a fundraiser and the money collected helps to pay for needed classroom supplies. Occasionally "jeans day" is a reward or fun day. The date will always be announced prior. The guidelines are as follows:

- Uniform tops or spirit wear may be worn with jeans
- No jerseys
- No hoodies
- Shirts do not have to be tucked into jeans

DRESS CODE ENFORCEMENT

1. All teachers and staff are required to enforce the dress code consistently and uniformly
2. Teachers and staff may refer students not in compliance with the dress code to the discipline office
3. In the case of elementary students in grade K-3, where a violation might be caused by an oversight (i.e. an un-tucked shirt upon leaving the restroom), the student may be reminded to fix the violation with no consequence
4. When it is determined that a student is in violation of the dress code, the offense will be recorded in The Academy data base and the parents notified via email.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

1st Offense: warning

2nd Offense: warning

3rd Offense: warning

4th Offense: student reports to the office, assigned detention

5th Offense: student receives a suspension

Note: A note will be made of the violation and if a student wears the same item of clothing that he/she received a dress code violation for it will be written up as defiance.

ACADEMY SECONDARY

SCHOOL DAY

The school day starts at 8:00 am for secondary students (grades 7 – 12). High School and Junior High students are dismissed at 3:30 pm. **All students must leave the building by 4:00 pm unless involved in a supervised, school-sponsored after-school activity. Otherwise, after school supervision is not provided.**

CLASSROOM GUIDELINES

Each teacher will issue a printed outline of classroom rules/guidelines. These rules and guidelines will be discussed in class and students should take them home and discuss them with their parents. Any questions should be directed to the teacher at the beginning of the school year or course to eliminate any misunderstandings.

SCHOOL BADGES

All secondary school students shall be required to carry in their immediate possession an unaltered, school-issued photo identification card (ID) any time the student is on campus and at home athletic events. ID's must be produced for the cafeteria, library, and upon request of any staff member. Replacement ID's will be printed and students accounts will be charged \$5.00 after three temporary ID's have been issued.

HOMEWORK/CLASSWORK POLICY

Students in all grades will be assigned homework regularly in keeping with the Academy's academic mission. Most students in grades 7-9 will be assigned to the Summit for one period.

ATHLETIC EVENTS

Students participating in Academy athletic events are not excused from their class work. Assignments and assessments due on the day of the event must be turned in that day (before or after school) or the student will not receive credit. Students may make prior arrangements with their teachers regarding assignments due.

FIELD TRIPS

Students attending an Academy approved field trip are not excused from their class work. Assignments and assessments due on the day of the field trip must be turned in that day (before or after school) or the student will not receive credit. Students may make prior arrangements with their teachers regarding assignments due. *Academic standing will impact a student's eligibility to partake in a field trip.*

PHYSICAL EDUCATION

Secondary students will dress out to participate in daily physical activity. PE dress requirements include:

- Cotton T-shirts and athletic shorts that abide by The Academy Dress Code.
- Sweatpants may also be worn during PE.

All students will also need supportive athletic shoes which can tie snugly. No skater-type shoes or Converse flats. A proper athletic shoe needs to fit without coming off when the student moves or runs, and should allow good ankle and arch support to prevent injury. For additional comfort when outdoors, students may opt to bring a sweatshirt or sweatshirt jacket providing it abides with The Academy Dress Code.

Each student in Physical Education classes will receive the Physical Education Policy Booklet the first day of their classes. This document will outline the classroom rules and expectations, including tardies, make-up work, sick/injury notes, grading policies, etc. Students will be presented with this information in class and will then be required to obtain a parent's signature verifying that it has also been read and discussed at home. This document needs to be kept with your Academy Handbook so that it can be referred to when questions arise. Please contact the Secondary PE teachers with any additional questions.

RETENTION AND PLACEMENT ADJUSTMENT POLICY

The Academy is committed to helping students achieve their potential. It recognizes that advancing students to the next grade level that do not have an acceptable level of understanding of the material presented in the current grade level may not be in the best interests of the student. Therefore, the Academy has adopted the following guidelines for retention of students to their current

grade levels. (Placement adjustments are recommended at the end of first Quarter or sooner to place the student closer to the student's ability level. We believe that it is in the best interest of the student that placement adjustments are made quickly, rather than allowing students to struggle through the entire school year.)

ACADEMIC REQUIREMENTS

➤ JUNIOR HIGH (7/8)

The following requirements and procedures shall be observed in the promotion of students in grades 7 and 8. These shall be monitored through the academic office.

In order to be promoted from one grade to the next, a student in the Jr. High school at The Academy shall:

- Enroll in at least six (6) classes each semester.
- Pass a minimum of five (5) classes, four (4) of which must be in the core academic areas of Language Arts, Mathematics, Science, and Social Studies.

Students who do not pass the minimum amount of required five (5) classes will be recommended for Summer School, if such attendance will allow them to pass to the next grade. Students who do not pass the required five (5) classes either through the course of the school year or through a combination of the school year and summer school will be recommended for retention in their current grade level for the next school year.

➤ HIGH SCHOOL (9-12)

In order to graduate on time, students must pass at least 7 credits each year of high school for a total of 27 required.

Students transferring to the Academy after ninth grade will have the requirements adjusted to take into consideration credits already earned and time remaining to graduate. Each student's transcript will be evaluated at the time of enrollment. Students and parents are encouraged to meet with the Academic Advisor for additional course offerings available. Requests for waivers from graduation requirements may be made to the Academy Board through the Academic Advisor. The Board's ability to waive requirements is restricted by its agreement with CSI.

Please refer to our 2017/2018 Academic Course Book, which can be found on our website, or contact the Academy Academic Advisor's Office, for specific details regarding graduation requirements and classes offered.

CREDIT RECOVERY

- a. Failed courses can be retaken through an online credit recovery program or an approved summer school program.
- b. Courses taken for credit in an approved summer school program will be recorded on the student's permanent record, and grades and credits received will apply toward graduation.
- c. All letter grades earned in summer school will be recorded on the student's transcript and included in the cumulative GPA.
- d. Summer school credits cannot fulfill specific graduation requirements (unless the course is to make up a course that was failed), with the exception that prior written approval is obtained from the High School Principal.
- e. Only those summer school courses taken after the completion of one semester of ninth grade will appear on a student's senior high school permanent record.

INDIVIDUAL EDUCATION PLANS (IEPs)

Retention of students with IEPs must involve his/her staffing team: the Learning Disabilities Specialist, Secondary Principal, teacher(s), parents, and other specialists. Students who do not successfully complete all required courses for graduation will not receive a high school diploma, but may receive a certificate of participation from the Principal.

PROGRESS REPORTS AND REPORT CARDS

Report cards will be issued quarterly. At any time you may also check your secondary student's progress on PowerSchool, which is updated every Friday. The grading scale is as follows:

- A = 90 – 100 Excellent
- B = 80 – 89 Good
- C = 70 – 79 Average

D = 60 – 69 Below Average
F = Below 59 Failing
I = Incomplete

ACADEMIC HONORS (HONOR ROLL)

Students with a GPA of 3.0-3.49 receive academic recognition.

Students with a GPA of 3.5-3.99 qualify for the Honor Roll.

Students with a GPA of 4.0 qualify for High Honor Roll and may receive special academic recognition.

SCHEDULE CHANGES & DROP/ADD REQUEST POLICY

Students and parents should select classes wisely and carefully during the course selection process. Please be aware that staffing, resources and course offerings are impacted by these selections. Schedule changes will be made for the following reasons only: a failed course that needs to be re-taken, a course has a pre-requisite not yet met by the student, a course is double scheduled, the student has earned previous credit in a course, a course is required for graduation, or grade-level misplacement. Students must be enrolled in a minimum of seven (7) courses, including three (3) to four (4) core subjects (English, Social Studies, Science, or Math), evenly divided per semester. Classes may be added in the first three days of a given semester, if there is room in the class and it fits into the open period. Schedules will not be changed to create the open period.

In the Fall Semester, any course that is dropped after the 10th day of school will result in a “WF” (withdrawal failing) on the student’s transcript. In the Spring Semester, after 5 days of dropping the class the same applies.

SECONDARY DRESS CODE REQUIREMENTS

Students at The Academy must dress sensibly, neatly, cleanly, comfortably, and modestly. Students may not wear any items that disrupt the educational environment.

The purposes of a dress code are:

- To prevent clothing from becoming a distraction from school work
- To promote academic achievement
- To reduce peer pressure
- To promote school unity and positive attitudes
- To maximize student safety

GENERAL GUIDELINES

In order to achieve the goals listed above, students are expected to abide by the following general guidelines for dress:

- All attire should be sized to fit appropriately without exposing undergarments, posterior, stomachs, chest or cleavage
- Shorts and skirts must reach to the palm when arms are resting at sides
- Shoes must be worn at all times
- Backpacks, book covers, and other school supplies must not cause a distraction to the learning environment

PROHIBITED ITEMS

- Spaghetti straps, strapless tops, and halter tops
- Shirts with revealing necklines or armholes
- Make-up that makes a student unidentifiable
- Hats, caps, bandanas, sunglasses, or other headwear indoors
- Clothing or accessories that promote:

- o Drugs, alcohol, or tobacco
- o Sexually suggestive language or messages
- o Violence, criminal activity, intimidation, or intolerance of others based on religion, ethnicity, gender, lifestyle, et cetera
- Spikes or loose hanging chains
- Attire, accessories, or manners of grooming indicative of affiliation with a gang, secret society, or disruptive group
- Trench coats

Restrictions upon freedom of student dress will be imposed, at the discretion of school administration, whenever the mode of dress in question is potentially unsafe for the student or others, or is likely to be disruptive, distracting, or cause interference with the learning environment.

Dress guidelines for special events or school-sponsored activities shall be at the discretion of school administration based upon the nature of the particular event.

DRESS CODE ENFORCEMENT

Enforcement of the dress code will be handled at the discretion of school administration. Students removed from class for dress code violations will not return until the violation is rectified. This may include having parents bring appropriate clothing to school or the student being issued appropriate clothing from administration.

Habitual offenses of the dress code will be treated as defiance based on the Class Two violations listed in the Student Discipline Policy.

SECONDARY STUDENT ACTIVITIES

SCHOOL CLUBS AND ORGANIZATIONS

The staff member in charge will determine extra-curricular activities and club fees. Activities include but are not limited to:

Thespian Society	National Honor Society	Rubik’s Cube Club
World Culture Club	National Junior Honor Society	Soccer Club
Diversity Club	Art Outreach	Science Olympiad
Student Council	Dance Club	Ski Club
Junior High Student Council	Comic Book Club	Mathletes

This list is subject to change throughout the school year. Please check the website for an accurate list.

A student must attend classes (minimum of 2) the day of an activity in order to participate. Any student with an unexcused absence will not be permitted to participate in a school activity. A suspended student may not attend or participate in any activities during the period of his/her suspension. A suspended athlete will serve a one (1) game suspension as well.

CHSAA (COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION)

The Academy is a member of CHSAA. Participation in extra-curricular, co-curricular, or interscholastic activities as part of a school’s education program is a privilege and not a right. In this regard, CHSAA and its member schools may exercise the fullest discretion permitted under law. Students will need a physician’s release and a parent consent form in order to participate in any CHSAA sanctioned sport.

EXTRA-CURRICULAR REQUIREMENTS

Students wishing to participate in extracurricular activities are required to meet the standards of **personal behavior and academic performance**, which are related to school purposes. To further clarify: Students participating in an activity in which the individual, club or team as a whole represents the school in any conference, state competition or other event MUST be academically eligible by CHSAA and The Academy weekly eligibility guidelines. Examples are: Math Day, Speech/Debate Team, National or International Conferences, Thespian Club events, etc. *Under The Academy weekly guidelines, students receiving 1-F or 2-D's will be considered ineligible for the week (Sunday-Sunday). Under CHSAA guidelines, students must be enrolled in a minimum of 5 classes (2.5 Carnegie units) in order to be eligible to participate.*

With extracurricular activities like play productions or CHSAA competitions, CHSAA eligibility rules apply.

At The Academy we also consider attendance, tardies, attitude, work ethic and daily behavior when determining eligibility for any extra-curricular activities.

EXTRACURRICULAR ACTIVITIES AND SPORTS

Students are provided a variety of opportunities to participate in school-sponsored extracurricular activities. Activities may occur before or after school and may require parents to sign permission forms, pay fees and/or to provide transportation to and from the activity. For safety and supervision reasons it is important that students arrive and be picked up promptly at prescribed times.

Participation in extracurricular activities including sports may require students to meet attendance, academic and behavior eligibility standards. Please visit with the administration, sponsor or coach for answers to specific eligibility questions.

ATHLETIC ELIGIBILITY REQUIREMENTS

A student becomes a member of their school team when they report to practice.

To be eligible to represent the school in any interscholastic athletic competition, the student must:

- Be an undergraduate of the school.
- Be enrolled in a minimum of five (5) classes during the period of participation. In order to be eligible, a student enrolled in seven (7) classes must pass at least six (6) classes. A student enrolled in six (6) classes must pass at least five (5) classes. A student enrolled in five (5) classes must pass at least four (4) classes.
- Meet the above stated eligibility requirements for their semester grades to be academically eligible for the semester. Students who have not met the academic eligibility requirements stated above for their semester may regain academic eligibility (should they meet the requirements at the time) on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10th for the second semester.
- The student may not participate in the upcoming school year if he/she reaches their 19th birthday prior to August 1.

At The Academy, a student is allowed up to eight consecutive semesters to complete.

Each Thursday at 3:30 the Athletic Admin Assistant will run the eligibility report. Any student-athlete receiving 1-F or 2-D's will be declared ineligible from competition for one week (Sunday to Sunday). This report will be given to coaches by the end of the day on Friday. Coaches will inform the student-athlete of their ineligibility. Students who fail to improve their grades will remain ineligible indefinitely and may face dismissal from the team.

Fall Sports:

Boys Soccer – Sr. High
Cross Country (Boys & Girls)
Both Jr. & Sr. High
Cheer – Sr. High
Football – Sr. High
Softball – Sr. High
Volleyball – Sr. High
Football – Jr. High
Volleyball – Jr. High

Winter Sports:

Basketball – Boys – Sr. High
Basketball – Girls – Sr. High
Cheer – Sr. High
Basketball – Boys – Jr. High
Basketball – Girls – Jr. High

Spring Sports:

Baseball – Sr. High
Soccer – Girls – Sr. High
Baseball – Jr. High
Soccer – Girls – Jr. High

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

National Honor Society recognizes outstanding high school and junior high students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Students in grades 10-12 with a 3.0 GPA or higher may apply for membership into the National Honor Society.

STUDENT COUNCIL (GRADES 7-12)

Student Council is the official representative of the student body. The High school and middle school councils meet separately. Students must maintain a "C" average to be eligible for Student Council, and have no disciplinary suspensions. The council meets regularly with the sponsor to discuss school-related concerns and activities, serves our student population, and creates opportunities for all students to get more involved at The Academy.

STUDENT FEES

2017-2018

*ALL students will be charged the following fees for expendable supplies and materials. Fees for expendable supplies and materials shall be used for the actual cost of providing materials to the student. **These fees shall be waived for those students and families who have been approved for Free or Reduced lunch.** Applications for Free and Reduced lunch are available on our website under "ApplyforLunch.com"*

STUDENT FEES	FEES	
Mandatory Fees - Grades K - 6	\$120.00	Consumables, Technology, Science
Mandatory Fees - Grades 7 - 8	\$120.00	Consumables, Technology, Science, PE
Mandatory Fees - Grades 9 - 12	\$75.00	Consumables, Technology
Mandatory Fees - Grades 3 - 8	\$5.00	Planner
MANDATORY COURSE FEES Grades 9 - 12	FEES	PER CLASS/YEAR/APPLIED OCTOBER AND JANUARY
Art - Ceramics/Mixed/Drawing/Painting	\$25.00	Consumables/Materials
Computer Science Classes	\$25.00	Consumables/Materials
Music (Choir, Band, Orchestra, Guitar)	\$25.00	Consumables/Materials
Physical Education	\$10.00	Equipment
Science	\$25.00	Consumables/Materials/Labs
World Language	\$10.00	Consumables/Materials

OPTIONAL HIGH SCHOOL ATHLETICS	FEES	
All supplies and materials must be paid in order to participate in Athletics.		
*High School Athletics	\$115.00	Per Sport/first and second sport only
*Junior High Athletics	\$90.00	Per Sport/first and second sport only
Fees shall be waived for those students who have been approved for Free or Reduced Lunch		

OTHER	FEES	
*Kinder Field Trips	\$20.00	Must sign field trip permission slip

*1st Grade Field Trips	\$24.00	Must sign field trip permission slip
*2nd Grade Field Trips	\$32.50	Must sign field trip permission slip
*3rd Grade Field Trips	\$21.00	Must sign field trip permission slip
*4th Grade Field Trips	\$20.00	Must sign field trip permission slip
*5th Grade Field Trips	\$31.00	Must sign field trip permission slip
*6th Grade Field Trips	\$23.00	Must sign field trip permission slip
*7th Grade Courage Retreat	\$30.00	
*8th Grade Class Trip	\$30.00	
School Planner (optional for 9 - 12)	\$5.00	Highly recommended for 9th Grade
Parking Pass	\$80.00	Must have required paperwork
Volunteer Hours	\$10.00	36 hour expectation per family
Class Fees	\$20.00	Carried forward each year to fund various class activities
Graduation	\$40.00	Graduation expenses
Locker	\$5.00	Maintenance
*Outdoor Ed	\$230.00	Per Student
*Outdoor Ed Chaperone	\$110.00	Per Chaperone

***Failure to pay may result in your student not being able to participate.**

HIGH SCHOOL ATHLETIC ACTIVITIES*

(Subject to change)

FEES

\$ 1.00	Per student with an Academy ID
3.00	Per student
5.00	Per adult
3.00	Seniors (65 or older)

JUNIOR HIGH ATHLETIC ACTIVITIES*

(Subject to change)

FEES

\$ 1.00	Per student
2.00	Per adult
1.00	Seniors (65 or older)

**Home games only. Does not include special events such as District Tournaments, Championship games, nor special activities such as Dinner Theater, drama plays, etc.*

*Fees are subject to change per Board policy

Student fees are assessed for each student based on grade level and course selection(s). Each student is assessed a fee for materials related to the classroom or usage of classroom materials. Fees may also be assessed for participation in The Academy athletic program. Payment for student fees can be made via cash or check in the Finance Office or parents may also pay online via credit card at The Academy web portal via the internet.

All fees are due and owing prior to the last day of each semester. If there are fees still owing at the end of the school year the student's report card may be held and all fees and late fees may be reported to collections.

Returned checks are handled by an outside agency, CheckFirst. Once a check is identified as NSF by the bank or financial institution, it is automatically sent to CheckFirst by the bank and becomes the legal property of CheckFirst for purposes of collection. The Academy will no longer have any legal say in the fees or collection process of the check. You will be responsible for any and all fees assessed by CheckFirst for the collection of the NSF check. You will need to contact CheckFirst a division of Wakefield & Associates

(303) 537-2900 to resolve the situation. Until the NSF is resolved with CheckFirst, your student’s account will remain unpaid and may be subject to collection.

Although we make every reasonable effort to arrange for payment of outstanding balances; The Academy uses an outside collection agency for collection of past due accounts. If it becomes necessary to send your account to an agency for collection of unpaid fees and late charges, you will be assessed any and all related charges, including reasonable attorney’s fees and court costs.

DUE PROCESS

STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS

OVERVIEW

- 1.0 The opportunity of obtaining an education at public expense is guaranteed to every student, and there are inherent responsibilities on the part of students to conduct themselves in a manner that:
 - recognizes the objectives of the instructional program;
 - contributes to the learning process by active and positive participation;
 - recognizes the authority of school personnel for maintaining a climate in which academic and personal growth can take place; and
 - respects the educational and personal rights of others. Principles of fundamental fairness and procedural due process shall guide the regulation of student conduct.
- 2.0 The Academy Board recognizes its statutory duty and authority to take all reasonable steps to provide an educational environment for students, which is safe, conducive to the learning process, and free from unnecessary disruption.
- 3.0 It shall be the Academy’s Policy to foster continued attendance of all students. Nonetheless, it is the Academy’s policy to exclude those students whose conduct makes their continued attendance detrimental to themselves, other students, The Academy personnel or authorized volunteers.
- 4.0 The Academy Board establishes procedures for the administration of student conduct, discipline and due process. Such administrative procedures shall ensure that each student, including students with disabilities as defined by law, faced with suspension, expulsion or denial of admission shall be afforded due process, in accordance with applicable law.
- 5.0 To the extent allowed by law, responsibility for the conduct of procedures relative to suspension, expulsion or denial of admission shall be delegated to appropriate Administrators.
- 6.0 School personnel must establish and enforce rules for student conduct which are consistently applied as set forth in administrative procedures, and must communicate clearly such rules for students and their parents/custodians or legal guardians, as well as the fact that violations of such rules shall result in disciplinary action.

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Students and parents or legal guardians shall be notified through student handbooks or similar informational bulletins of board policies and administrative procedures concerning rights and responsibilities, rules of student conduct, and due process. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students. Whenever "school" is used in this Procedure, The Academy is to be understood.

- 1.0 Each school/department of the school shall adopt rules for student conduct:
- in the classroom;
 - on school grounds;
 - on vehicles owned, leased or otherwise used by the school, including school buses; or
 - in connection with or at school-sponsored activities or events.

In establishing the rules for conduct, the Principal/designee and staff shall be consistent with Colorado statutes and afford fair and equitable treatment to all students. Failure to comply with established rules shall result in disciplinary action in accordance with school Policies and Procedures. In the event that a policy refers only to secondary students, that policy applies to The Academy's entire student body.

2.0 GROUND FOR EXCLUSION FROM SCHOOL

The grounds for suspension, expulsion or denial of admission shall be as established by law. **Each item applies to offenses, which occur on school grounds; in a vehicle owned, leased or otherwise used by the district or school, including school buses; or under circumstances, on or off campus, having a substantial effect on school programs or activities.**

Specifically as examples, but without limiting or excluding any other acts or conduct that may fall within the statutory grounds for suspension, expulsion or denial of admission, it is determined that the following acts or conduct fall within the statutory grounds for suspension, expulsion or denial of admission.

- 2.1 Repeated interference with a school's ability to provide educational opportunities to other students.
- 2.2 Continued willful disobedience or open and persistent defiance of proper authority.
- 2.3 Theft, willful or grossly negligent damage, vandalism, defacing or destruction of school or private property.
- 2.4 Assault, as described "First or Second Degree Assault, defined as the commission of an act by a middle or senior high school student which, had it been committed by an adult, would amount to knowingly or recklessly causing bodily injury to another person."
- 2.5 Physical or verbal abuse (including the use of lewd or obscene language or involvement in lewd or obscene conduct; ethnic or racial slurs; or derogatory statements addressed publicly to others that precipitate disruption to the school program; or any intimidation of the basis of race, disability, religion, national origin, or gender), or any form of intimidation, hazing or initiations which are demeaning or threatening (defined as any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization: except that 'hazing' does not include customary athletic events or other similar contests of competitions. It includes but is not limited to: 1) forced and prolonged physical activity; 2) forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forces consumption of any substance not generally intended for human consumption; 3) prolonged deprivation of sleep, food or drink), bullying, or harassment (including sexual harassment) of a student or other person.
- 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 to other students.
- 2.7 Designation of a student as "habitually truant" in accordance with the Colorado Department of Education which defines "habitually truant" as "a student who is at least the age of six on or before August 1 of the year in question and under the age of seventeen years having four total days of unexcused absences from public school in any calendar month or ten total days of unexcused absences from public school during the reported school year."
- 2.8 Use of obscene language or involvement in obscene conduct.
- 2.9 Knowingly making a false accusation or intentionally giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code.
- 2.10 Possessing, distributing, and/or communicating slanderous or libelous material.
- 2.11 Carrying, bringing, using, or possessing a dangerous item.
- 2.12 Carrying, bringing, using, or possessing a facsimile of a weapon which a reasonable person would believe is a weapon, without the authorization of the school or district.
- 2.13 Activities and actions reasonably considered to be gang-related.
- 2.14 Manufacture, use, possession, sale, transfer or distribution of alcoholic substances or drugs, or being in an impaired state apparently caused by the use of alcoholic substances or drugs in the school.
- 2.15 The use of tobacco products.

- 2.16 Fighting, rioting or illegal disruptive demonstrations.
- 2.17 Having been expelled from any school/district during the preceding twelve (12) months.
- 2.18 Behavior in another school/district during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school personnel.

3.0 CLASSES OF OFFENSES

With the exception of those Class One offenses for which expulsion is required by statute, penalties for specific offenses may vary as a result of the nature of the offense, the age of the student, the student's prior disciplinary record, and other relevant circumstances as identified by the administration. Discipline shall be imposed whenever a student commits an act described in paragraph 3.0, and its sub-paragraphs.

3.1 Class One Offenses - Expulsion for First Offense - Class One offenses are those, which are considered so serious that, if supported by a preponderance of the evidence, they may result in expulsion for the first offense, or, as indicated below, shall result in expulsion for the first offense.

3.1.1 Offenses in paragraph 3.1 of this Procedure **shall result in mandatory expulsion for no fewer than 365 days for the first offense** if they involve bringing to school the following weapons, as defined in Section 921 of Title 18 of the United States Code, without the authorization of the school or school/district:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes:
 - a. any explosive, incendiary, or poison gas
 - b. bomb;
 - c. grenade;
 - d. rocket having a propellant charge of more than four ounces;
 - e. missile having an explosive or incendiary or more than one-quarter ounces;
 - f. mine; or,
 - g. similar device.

3.1.2 Offenses in 3.1.2, involving dangerous weapons as defined by (Colorado Revised Statute) C.R.S. 22-33-106, **shall result in mandatory expulsion for the first offense**, and include:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
2. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
3. A fixed-blade knife with a blade that measures longer than three inches in length, or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or,
4. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

3.1.3 With respect to paragraphs 3.1.1 and 3.1.2, so long as the student is removed from his/her regular school program, the Academy Board may modify the length of the expulsion on a case-by-case basis because of the student's age; circumstances which have changed significantly with respect to the student since the commission of the violation or institution of the penalty; the requirements of federal law with respect to a student with a disability; or, needs of the student which are best served by provision of educational services in an alternative setting. In making such determination of needed modification, the Academy Board may consider recommendations of the Executive Director/CEO.

3.1.4 The Academy shall refer to a local law enforcement agency any student who brings a weapon to school.

3.1.5 Sale of a drug or controlled substance, including **alcohol shall result in mandatory expulsion for the first offense.**

3.1.5.1 Drugs and alcohol offenses, other than Class One offenses bringing, transferring or distributing drugs, drug paraphernalia or alcohol to school or to a school activity, or possessing illegal drugs, drug paraphernalia or alcohol; using or consuming drugs or alcohol; and being under the

influence of drugs or alcohol. Possessing paraphernalia having as its common or primary purpose the processing or utilization of drugs.

- 3.1.5.2 Drugs or controlled substances shall be defined as narcotics, drugs, and controlled substances, excepting drugs for which there is a valid medical prescription in effect, or which are sold over the counter, when use of such drug is (1) for the purpose for which it was prescribed or sold over the counter; (2) at the dosage prescribed or authorized; and (3) is consistent with a student's attendance at and participation in, school classes and activities.
 - 3.1.5.3 "Imitation controlled substances" (also known as counterfeit or look-alike drugs), which dosage unit, appearance, including color, shape, size and markings, or be representations made, would lead a reasonable person to believe that the substance is a drug or controlled substance.
 - 3.1.6 Commission of an act by a student at least ten (10) years of age which, had it been committed by an adult, would be robbery, as defined by C.R.S. 18-4-301. When charges have been filed and are supported by a preponderance of the evidence, the commission of such act in a school building, school bus, or in or on school property **shall result in mandatory expulsion for the first offense.**
 - 3.1.7 Commission of an act by a student which, had it been committed by an adult, would amount to knowingly or recklessly causing bodily injury to another person. When charges have been filed in connection with an assault in a school building, school bus, in or on school property or at a school activity and are supported by a preponderance of the evidence, the commission of such act **shall result in mandatory expulsion for the first offense.**
 - 3.1.8 **Expulsion is mandatory** when a student is designated by the Academy Board or designee as a "habitually disruptive student" as described in paragraph 4.2 of this procedure.
- 3.2 Class Two Offenses- Disruptive Acts - Class Two offenses are those which, if supported by a preponderance of the evidence, are likely to be determined by the Principal or designee of a school to be a **disruptive act**. A student shall be subject to discipline up to and including expulsion for any one serious disruptive act or suspendable offense, or for more than one disruptive act or suspendable offense. In accordance with The Academy policy, a student receiving three (3) suspensions / suspensions will be subject to expulsion. When a student commits three (3) disruptive acts within a school year for which he/she is suspended in accordance with paragraph 4.2, in spite of development of a Remedial Discipline Plan, the Academy Board/designee may declare such student to be a **habitually disruptive student**, as described in paragraph 4.0 herein.
- 3.2.1 Fighting offenses, regardless of infliction of bodily injury, when: (1) a person acts with the intent of making physical contact with another person, or acts with the knowledge that such contact would probably result; (2) physical contact with another person does result; and, (3) the contact is offensive to the other person. A fight may also include a case where a person acted with the intent of making harmful or offensive contact with another person but failed to make such contact.
 - 3.2.1.1 **Student responsibilities:** If a conflict appears to be likely, or occurs, the student is, if at all possible under the circumstances, expected to make all possible efforts to avoid the conflict, including leaving the scene or seeking the help of a school employee.
 - 3.2.2 Encouraging fighting or assault, including use of insults, taunts or challenges to another in a manner where such words or behavior is likely to incite a fight. If a conflict appears to be imminent, students should contact a school employee at once.
 - 3.2.3 Vandalism - The defacing or destruction of school property (including books, supplies and furniture), or the property of school employees or students, which is initiated, willful and overt and which requires the attention of school personnel.
 - 3.2.4 Stealing or borrowing without authorization any item of property from another student, school employee, or the school itself.
 - 3.2.5 Intentional harassment, bullying or intimidation, or abuse including, by way of example only, and not intended as a limitation:
 - 3.2.5.1 repeated touching or other physical contact, which is intended to harass, annoy or alarm another person;
 - 3.2.5.2 repeated following a person;
 - 3.2.5.3 threatening another person with physical harm; and,

- 3.2.5.4 bullying, defined as any written or verbal expression, or physical act or gesture, or a pattern, thereof, that is intended to cause distress upon one or more students in the school,
- 3.2.5.5 hazing, or initiations, which are demeaning or threatening. Hazing is defined as any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization. It includes but is not limited to: 1) forced and prolonged physical activity; 2) forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption; 3) prolonged deprivation of sleep, food or drink.
- 3.2.6 Harassment, including sexual harassment.
- 3.2.7 Physical or verbal abuse, including the use of lewd or obscene language or involvement in lewd or obscene conduct; ethnic or racial slurs; or derogatory statements addressed publicly to others that precipitate disruption to the school program; or any intimidation on the basis of race, disability, religion, national origin, or gender.
- 3.2.8 Repeated or substantial disrespect to or defiance of authority; defiance of authority which occurs after statement of a lawful district/school policy, rule, regulation, or directive, and warning to the student to abide by such policy, rule, regulation, or directive.
- 3.2.9 Dangerous item violations include, but are not limited to, possession or use of any substances or objects, regardless of their intended purpose(s), in a manner that may render them dangerous to the user or others, without the authorization of the school or district.
- 3.2.10 Violations of closed campus policy and district and school tobacco policy
- 3.2.11 Profanity directed towards others.
- 3.2.12 Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers, parents, guardians and/or legal custodians on any document, or illegally changing a grade.
- 3.2.13 Failure to attend detention.
- 3.2.14 Forgery or counterfeiting of documents or currency.
- 3.3 Class Three Offenses – Class Three offenses are those, which, if supported by a preponderance of the evidence, shall be determined by the Principal or designee of a school to warrant disciplinary consequences at his/her discretion. A student shall be subject to discipline up to and including expulsion for any one serious Class Three offense, or for more than one Class Three offenses. Based upon circumstances, a Class Three offense may be designated by the Principal or designee to be a **disruptive act**.
 - 3.3.1 Profanity – profane or vulgar language or obscene gestures.
 - 3.3.2 Academic dishonesty
 - 3.3.3 Indecent or improper dress, as determined by reference to The Academy policy.
 - 3.3.4 Violations of the Safe School Policy (including but not limited to improper use of electronic communications devices).
 - 3.3.5 Violations of Internet/Technology Policy.
 - 3.3.6 Forgery or counterfeiting of documents or currency.
 - 3.3.7 Unsafe operation of a motor vehicle on school property.
 - 3.3.8 Single violations of any Academy policy except as otherwise addressed herein;
 - 3.3.9 ANY other behavior which interferes with or disrupts the educational process
- 3.4 Class Four Offenses - Off-Campus Activities - Misconduct which does not take place in school; on school grounds; in a vehicle owned, leased or otherwise used by the district or school, including school buses; or at a school activity may result in discipline when such misconduct is or is likely to be detrimental to the welfare or safety of other pupils or of school personnel. Such misconduct may include, but is not limited to, any of those examples described in paragraphs 2.0 and following.

In determining whether such off-campus misconduct is or is likely to be detrimental, the administrator shall consider, among other relevant factors: the extent to which other school students were involved in or present at or during the off-campus misconduct; the proximity to school and the school day; and the likelihood of an articulable negative effect on the school environment.

4.0 HABITUALLY DISRUPTIVE STUDENTS - MANDATORY EXPULSION

- 4.1 **Expulsion shall be mandatory** for students designated by the Principal or designee as a "habitually disruptive student."
- 4.2 A "habitually disruptive student" is one who meets all of the following criteria:
1. Has been suspended for behavior pursuant to C.R.S. 22-33-105 (Grounds for Suspension, Expulsion and Denial of Admission) (1)(a), (b), (c), or (d);
 2. Has been suspended three (3) times during the course of the school year;
 3. For causing, in the determination of the building Principal or designees, a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events;
 4. Because of behavior that was initiated, willful, and overt on the part of the student;
 5. And for whom the school has developed a Remedial Discipline Plan (as described in paragraph 4.3, 4.4 and Exhibit A) following the first such suspension; and
 6. The student and the parent, guardian or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive.
- 4.3 The Remedial Discipline Plan, which must be developed, shall address the student's disruptive behavior, his or her educational needs, and the goal of keeping the student in school. The school shall encourage and solicit the full participation of the student's parent, guardian, or legal custodian in the development of the plan.
- 4.4 Challenge of a designation as a "habitually disruptive student" may be raised as part of an appeal of expulsion.

5.0 INITIAL SUSPENSION

- 5.1 Delegation of Authority - The Academy Board hereby delegates to the Principal or designee of the school the authority to suspend a student in accordance with paragraph 5.5.5.2
- 5.2 Notice of Contemplated Suspension
- 5.2.1 Prior to contemplated disciplinary action, which may involve suspension, the Principal/designee shall cause notice of an informal conference to be given to the student.
- 5.2.2 The notice may be given in whatever manner is reasonable under the circumstances, including but not limited to personal contact, telephone contact, or written contact.
- 5.2.3 The notice shall contain the following basic information:
1. a description of the specific incident or incidents, which may result in disciplinary action;
 2. a statement of the general grounds involved, which could lead to exclusion from school;
 3. a statement of the specific rule(s) which may have been violated; and,
 4. a statement of the time and place at which informal conference regarding the disciplinary action will be considered.
- 5.2.4 The notice may be given at the outset of the informal conference.
- 5.3 Informal Conference
- 5.3.1 During the informal conference regarding the disciplinary action, the school official in charge shall ensure that the procedures set out below are substantially followed:
- 5.3.1.1 The student shall be informed in reasonable detail as to the events and the student's involvement therein which are thought to be a possible basis for disciplinary action. This information may include reference to the student's past school-related record. If possible, the information shall include personal statements of the individuals having knowledge of the incident or incidents.
- 5.3.1.2 The student shall be given a reasonable opportunity to make such response or explanation as he/she sees fit. The time limit and other conditions for the informal conference shall be determined by the official in charge of the conference.
- 5.4 Decision - Contemplated Suspension for Further Investigation/Discipline - If, following the informal conference, the disciplinary action contemplated involves suspension, the Principal or his/her designee shall base his/her decision as to whether or not to suspend primarily on the information presented at the informal conference, and the presence or absence of threat of imminent harm to students or staff. For the purposes of investigation, all pertinent information, including law enforcement or judicial records, as permissible, shall be considered. **The suspension may be for punitive purposes and/or for the purpose of further investigation or consideration.**
- 5.5 Suspension

- 5.5.1 If the Principal or his/her designee determines that suspension is warranted, he/she may suspend the student for a period not to exceed five (5) days for Class Two, Three or Four offenses inclusive, or for a period not to exceed ten (10) school days for Class One offenses. The duration of the suspension shall, subject to The Academy Board Policies and regulations, be within the discretion of the Principal or his/her designee. The first day of suspension time shall be the first school day following the conference.
- 5.5.2 If it is determined that a suspension is warranted, reasonable efforts shall be made immediately to notify a parent, guardian or legal custodian of the student involved of the circumstances surrounding the suspension.
- 5.5.3 The parent, guardian, or legal custodian and the school shall confer as to the best way to transfer custody of the student to the parent, guardian, or legal custodian. Once such determination has been made and the Principal/designee can accomplish such transfer, the suspended student shall be required to leave the school building and the school grounds immediately.
- 5.5.4 The pupil shall not be readmitted to school until a meeting between the parent, guardian, or legal custodian and the Principal/designee has taken place. The Principal/designee shall make every reasonable effort to meet as indicated but, if the parent, guardian, or legal custodian cannot be contacted, or the parent, guardian, or legal custodian repeatedly fails to appear for scheduled meetings, the Principal/designee may readmit the pupil. The period of suspension shall not be extended because such meeting has not taken place.
- 5.5.5 The student shall have an opportunity to make up school work during the period of suspension.
 - 5.5.5.1 Section 5.5.5 shall be applied in the following manner:
 - 5.5.5.1.1 The integrity of a test or other assessment shall not be jeopardized.
 - 5.5.5.1.2 In assisting students with make-up work, every effort will be made to provide a student, who seeks out the opportunity from the teacher(s), with school work equivalent to that missed with regard to instructional goals and objectives, and anticipated time on task, but with due regard to minimizing the burden on the teacher.
 - 5.5.5.1.3 For a suspension in a school year, for any violation of district or school policy, procedures, rules or regulations, a student may have the opportunity to receive full credit for work made up, if the school work is the equivalent of that missed, and is accomplished within the time provided in The Academy Attendance Policy. Reductions from credit given may be based on the quality of the work submitted and any delay beyond the acceptable time period.
- 5.5.6 Students with disabilities may be suspended by the school Principal or designee consistent with provisions for initial suspension set forth in this policy.
- 5.6 Alternative to Suspension - The pupil may remain in school if the parent, guardian, or legal custodian, with the consent of the pupil's teacher or teachers (which consent shall not be unreasonably withheld); attends class with the pupil for a period of time specified by the Principal/designee. If the parent, guardian, or legal custodian does not agree to attend class with the pupil or fails to attend class with the pupil, or is prohibited from further attendance as set forth in paragraphs 5.6.1 or 5.6.2, the pupil shall be suspended.
 - 5.6.1 Principal/designees shall collaborate with the building's certified staff members to determine conditions under which it shall be deemed reasonable for a parent, guardian or legal custodian to accompany a student to school in accordance with this paragraph. Such conditions shall include, but need not be limited to: prohibition against bringing younger siblings or other children to school during the specified period of time, and authority of the Principal/designee to curtail the attendance of the parent, guardian or legal custodian if such attendance is disruptive to the educational process. In each individual instance in which use of this alternative is contemplated, the Principal/designee shall meet with the student's teacher(s) to determine whether a reasonable basis exists to limit or expand such conditions.
 - 5.6.2 In the event that the student's disruptive behavior continues despite the presence of the student's parent, guardian, or legal custodian, the use of this alternative to suspension shall end as to that student, and the disciplinary process shall continue. Such student may not be offered this alternative during the remainder of the school year.

- 5.7 Emergency Suspension - In the event that the Principal or designee determines that a student poses an imminent threat to the learning environment in the school; or creates a dangerous and unsafe environment an immediate suspension may be imposed without a prior informal conference. In such event the notice and informal conference shall be provided as soon as practicable following the suspension. In such a case, the first day of the suspension time shall be the day the suspension occurs.

6.0 EXTENSIONS OF SUSPENSION

- 6.1 Delegation of Authority - The Academy Board hereby delegates to the Principal or designee the authority to suspend a student for additional periods of time, consistent with law and due process, as set forth below.

6.2 Initial Extension of Suspension

6.2.1 The Principal or designee may extend the suspension imposed by the Principal designee up to ten (10) additional school days on grounds specified in paragraph 3.1 of this procedure, or others which may be provided by law. Pursuant to the procedural requirements set forth in paragraph 7.0 below, or the designee may extend the suspension so that such combined periods of suspension by the Principal/designee do not exceed twenty-five (25) days.

6.2.2 If it is determined that an extension of suspension is warranted, the student's parent, guardian, or legal custodian shall be notified of the circumstances surrounding the extended suspension.

6.3 Supplemental Extension - Students with Disabilities

When the subject of a disciplinary action is a student with disabilities as referenced in federal law, and a suspension in excess of ten (10) consecutive days is contemplated, or would be a suspension in a series of suspensions, which, together, equal more than ten (10) days, the school shall institute the following procedures:

6.3.1 As soon as a suspension in excess of ten (10) days is contemplated, the Principal or designee shall contact the Charter School Institute's Department of Special Education or designee, who will notify the student's parents of the issue and of all applicable procedural rights.

6.3.2 A staffing committee, the composition of which must include, but is not limited to, the minimum committee members required by federal statute or regulation or state board regulation, shall meet to determine if the behavior for which disciplinary action is contemplated is related to the student's disability(ies). The review shall be conducted and resolved in accordance with 34 C.F.R. 300.523 (Individuals With Disabilities Education Act of 1997 Regulations), as set forth in an Exhibit to this procedure.

6.3.3 If the staffing committee determines that the behavior for which disciplinary action is contemplated is related to the student's disability(ies), the student shall be removed from the classroom and placed in an appropriate alternative setting for a period which, together with the initial suspension, does not exceed ten (10) school days.

In appropriate circumstances, as determined in accordance with the Individuals with Disabilities Education Act of 1997, the placement in an appropriate alternative setting may be extended to forty-five (45) days.

During such period, a fully-composed staffing committee shall meet to review/check the student's Individualized Education Program (IEP) to determine what modifications, if any, should be made in response to the student's behavior. Such staffing shall be preceded as necessary by additional evaluations of the student.

6.3.4 If the staffing committee determines that the behavior for which disciplinary action is contemplated is not related to the student's disability(ies), the Principal or designee may proceed as indicated pursuant to paragraph 7.0 of this administrative procedure (Expulsion and Supplemental Extension of Suspension). If the staffing committee determines that the behavior is so related, the Principal or designee shall be consulted as to necessary procedures. However, any additional periods of exclusion from school, which may be imposed, shall not include complete denial of services or deprivation of a Free Appropriate Public Education (FAPE) for a student with disabilities staffed into special education pursuant to the Individuals with Disabilities Education Act of 1997.

7.0 EXPULSION AND SUPPLEMENTAL EXTENSION OF SUSPENSION; DENIAL OF ADMISSION

- 7.1 Delegation of Authority - The Charter School Institute's Board of Education hereby delegates to The Academy Board or its designee the authority, in accordance with C.R.S. 22-33-105, to extend suspensions, to expel for any period not extending beyond one year, and to deny admission to any child who is not qualified for admission or continued attendance at the public schools of the District, in accordance with the limitations imposed by state law. The designee shall report to the Academy Board on such actions as required by law.
- 7.2 Procedure for Expulsion or Supplemental Extension of Suspension - Prior to any contemplated expulsion or supplemental extension of suspension of any student, the following procedure, as well as those procedures set forth in relevant policies cross-referenced at the conclusion of this policy, shall be followed.
- 7.2.1 General Notice - The Principal or his/her designee, shall cause written notice of such proposed action to be delivered to the student and his/her parent, guardian or legal custodian a reasonable time prior to the date of contemplated action. Such delivery may be in person or by registered United States mail and shall be deemed to be completed when handed to the addressee or the notice is deposited in the United States mail addressed to the last known address of the student or his/her parent or guardian.
- 7.2.2 Contents of Notice. The notice shall contain the following basic information:
1. a statement of the allegations leading to the contemplated denial of admission or expulsions;
 2. a statement of the nature of the evidence supporting the charges;
 3. a statement offering the parent, guardian or legal custodian a hearing on the question of expulsion or supplemental extension of suspension;
 4. a statement that the student may be present at the hearing during the presentation of all information, shall have an opportunity to present relevant information, and may be accompanied and represented by the parent, guardian, legal custodian and/or an attorney; and,
 5. a statement that failure to participate in such hearing constitutes waiver of further rights in the matter.
- 7.2.3 Hearing
- 7.2.3.1 The hearing shall be conducted by a Hearing Officer who shall preside. The hearing shall be closed except to participants and witnesses unless the student and parents request an open hearing.
- 7.2.3.2 Testimony and information shall be presented; however, technical rules of evidence shall not be applicable and the Hearing Officer may consider and give appropriate weight to such information or evidence as it deems appropriate. The student or his/her representative may question individuals presenting information.
- 7.2.3.3 A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Hearing Officer may retire to closed session to review and consider the evidence.
- 7.2.3.4 The Hearing Officer shall render a written opinion within five (5) days after the hearing. If the Hearing Officer is unable to reach a decision, then the decision that is subject to appeal will be affirmed. All decisions rendered must be submitted in writing to the appropriate personnel, student and parent or guardian.
- 7.2.3.5 The Executive Director/CEO or his designee shall advise The Academy Board of the circumstances, the action taken, and the reasons for the action taken, with respect to each hearing.
- 7.2.4 Waiver of Conditions - By mutual agreement between the Executive Director/CEO or designee and the student or his/her representative, time limits and other conditions of this procedure may be waived.
- 7.2.5 Right to Appeal - An appeal may be taken from the decision of the Hearing Officer and designee to The Academy Board.
- 7.2.5.1 Such appeal may be taken by filing a notice of appeal within ten business days of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later.
- 7.2.5.2 Appeals shall be conducted in accordance with the statement of procedure for appeal hearing.
- 7.2.6 Miscellaneous
- 7.2.6.1 At any point in the disciplinary process, the Principal or designee may refer a student to The Academy Executive Director/CEO. The Academy Executive Director/CEO shall not restrict the

- prerogatives of The Academy Board to act in accordance with Colorado statutes or The Academy policy or procedure.
- 7.2.6.2 Every effort shall be made, when appropriate, to administer discipline so that the student will not suffer a substantial loss of the educational program.
 - 7.2.6.3 Students who are suspended or expelled are prohibited from attending any school activity, as well as from being on the school campus or property without the express approval of school administration. Failure to abide by this restriction shall be considered defiance of authority as described in Item 3.2.8 of this procedure, and may also result in a referral to law enforcement.
- 7.3 When a pupil is expelled by a school/district for the remainder of the year, the parent, guardian, or legal custodian is responsible for seeing that the compulsory school attendance statute is complied with during the period of expulsion from such school/district. A student or the student's parent or guardian may request that the school/district provide educational services to a student who has been expelled. Appropriate educational services may be determined by the school/district.
- 7.3.1 A student is subject to suspension or expulsion from educational services provided pursuant to this section. Such a student is not entitled to receive educational services during the period of this subsequent exclusion, except as otherwise provided in law for students with disabilities.
- 7.4 When The Academy receives information that a petition or charges have been filed on a student regarding commission of an offense which would constitute a crime of violence, the student shall be suspended pursuant to paragraph 5.0 and its sub-parts for investigation of the circumstances surrounding the matter. The Academy Board designates the Executive Director/CEO to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or of school personnel in the school and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, teachers, and other school personnel.
- 7.4.1 If the Executive Director/CEO, in accordance with the provisions of this subsection (3), makes a determination that the student should not be educated in the school, the Executive Director/CEO may initiate suspension or expulsion proceedings.
 - 7.4.2 Alternatively, the Executive Director/CEO may determine to wait until the conclusion of the judicial proceedings if they have been filed in juvenile court to consider the expulsion matter, in which case it shall be the responsibility of the school to provide said student with an appropriate alternate education program or a home-based education program during the period pending the resolution of the juvenile proceedings.
 - 7.4.3 No student who is being educated in an alternate education program or a home-based education program pursuant to paragraph (a) of this subsection (3) shall be allowed to return to the education program in the public school until there has been a disposition of the charge. If the student pleads guilty, is found guilty, or is adjudicated a delinquent juvenile, The Academy may proceed in accordance with C.R.S. 22-33-106 to expel the student. The period which the student spends in an alternate education program pursuant to this paragraph shall not be considered a period of expulsion.
- 7.5 Denial of Admission - The Administrators may deny admission to students on the basis of grounds set forth in C.R.S. 22-33-106. Such denial is subject to a hearing if requested by the parent within two (2) weeks of the denial.
- 7.5.1 When a student is expelled for either behavior on or off school property which is detrimental to the welfare or safety of other pupils or of personnel, or for serious violations in a school building or in or on school property (including drug and dangerous weapons incidents), the student shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or a member of the victim's immediate family is enrolled or employed. This provision does not apply if the offense constitutes a crime against property rather than a crime against a person. Moreover, it only applies if the expelled student is convicted, adjudicated a juvenile delinquent, receives a deferred judgment, or is placed in a diversion program as a result of committing the offense for which the student is expelled.
- 8.0 Administrators shall collect specific information on student conduct from all relevant school personnel and shall maintain the information for each school year. Such information shall be made available to the building's school improvement team for compilation as required by Colorado Revised Statute. Such information shall not include personally identifiable information pertaining to specific students.

9.0 The Right to Request Revision of Student Disciplinary Records - Parents may challenge contents of a student disciplinary record in accordance with the provisions of "Student Records".

LEGAL REFERENCES:

- C.R.S. 18-12-101 (Offenses Relating to Firearms and Weapons)
- C.R.S. 18-12-102 (Possessing a Dangerous or Illegal Weapon)
- C.R.S. 18-12-109 (Possession, Use or Removal of Explosives or Incendiary Devices)
- C.R.S. 22-32-109.1 (Board of Education – Specific Powers and Duties – Safe Schools)
- C.R.S. 22-32-126 (Principals – Employment and Authority)
- C.R.S. 22-33-105 (Suspension, Expulsion and Denial of Admission)
- C.R.S. 22-33-106 (Grounds for Suspension, Expulsion and Denial of Admission)
- 18 USC 921 (Crimes and Criminal Procedures, Crimes, Firearms, Definitions)

The Academy

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