

**2021-2022
Parent and Student
Handbook**



**The Academy:
a PreK - 12th grade School**
Main Campus: 303.289.8088 Fax: 303.289.8087
North Campus: 11800 Lowell Blvd, Westminster, CO 80031
12161 Park Centre Dr., Westminster CO 80234
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 while on campus and attending classes.

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

- 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 regard 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.
- Courage:** I will not stand for peer pressure and will 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 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'S SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

GRADE: _____

Please sign and turn in at Orientation.

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 be 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 the use of phone, email, or online access.
 - c. Involvement:** I will strive to attend "Back-to-School" Nights, all conferences, and PTO (Parents and Teachers Organization) meetings quarterly (4) during the school year. I will strive to serve, a minimum of 36 volunteer hours for the school each school year.
- 4. 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 publicly) 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.
- 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 children and community to be involved in community service alongside my children.
- 6. 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'S/GUARDIAN'S SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

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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:

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- 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 will 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!

A PLEDGE BY THE ACADEMY PARENTS AND GUARDIANS

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

STUDENT'S SIGNATURE: _____

PRINTED NAME: _____

GRADE: _____

Please keep this copy for your records.

PARENT'S/GUARDIAN'S SIGNATURE: _____

PRINTED NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

THE ACADEMY

Pursuing Truth, Wisdom, Excellence

MISSION STATEMENT

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. The Academy's Administration reserves the right to make changes as necessary throughout the year. Please check the school website for any and all updates.

PHONE NUMBERS

Main Line	303-289-8088	x100 (Main Campus) x501 (North Campus)
Attendance Line	303-289-8088	x100 (Main Campus) x502 (North Campus)
Email		attendance@theacademyk12.org
Fax	303-289-8087	

SCHOOL WEBSITE

The school's website is www.theacademyk12.org. There you will find information on upcoming events, current Academy news, school menus, calendar, staff information, classroom websites, and other general information.

SCHOOL APP

The Academy has a new mobile App, designed to keep you connected wherever you are. We understand the importance of keeping you up to date with the very latest school news, events and information. Click the [link](#) for instructions on how to download the Academy Flyer App.

ELECTRONIC COMMUNICATION

Each month, the "school newsletter, *The Roar*", will be emailed via School Messenger. The newsletter contains all monthly events and is sent to all emails registered in PowerSchool. You can find past newsletters on our website.

REMOTE LEARNING

The term "class" and "classroom", as used within this Handbook, include the remote learning class and remote learning classroom. Due to the health risks caused by COVID-19, The Academy may be conducting classes remotely at different times during the 2021-2022 school year. The Academy recognizes that remote learning creates significant challenges for many families. While The Academy respects the privacy and autonomy of each family and their homes. The Academy continues to be responsible to provide a safe, consistent, and productive learning environment for each student. During the time students are scheduled to participate in online learning activities, they are expected to conduct themselves in accordance with this Handbook, the rules established by The Academy, and the classroom teacher. When attending class remotely, it is important for students to have a quiet and secure environment, free from distractions, in the background. When students are on camera, they are expected to adhere to the dress code as outlined in this Handbook and are expected to behave as if in a physical classroom. Students are expected to be on time for all scheduled school activities, whether in person or online. The Academy will hold students accountable for all conduct whether in-person or online.

SCHOOL HOURS

Main Campus:	Grades 6 – 12	8:00 a.m. – 3:30 p.m. Mon., Wed., Thurs., Fri. 9:35 a.m. – 3:30 p.m. Tues. (late start for professional development)
	Grades 3 – 5	8:05 a.m. – 3:15 p.m. Mon., Wed., Thurs., Fri. 9:20 a.m. – 3:15 p.m. Tues. (late start for professional development)
North Campus:	Grades K – 2	7:45 a.m. – 2:55 p.m. Mon., Wed., Thurs., Fri.

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

MORNING ARRIVAL

Main Campus school doors open at 7:30 am.

North Campus school doors open at 7:30 am.

Cafeteria doors open at 7:30 a.m. Students arriving for breakfast:

@ MC - should be dropped off on the secondary side of the building and enter through the south cafeteria doors.

@NC – should enter through the cafetorium doors.

Students should not be dropped off before 7:30 a.m. Parents/legal guardians who consistently drop students off at school before 7:30 a.m. may be reported to Social Services.

PLEDGE OF ALLEGIANCE

Our practice at The Academy is to allow any person (student, teacher, or other staff member) the ability to excuse themselves from recitation. No basis for objection needs to be stated. Students who choose not to participate should not be disciplined, nor should they be forced to stand, leave the room, or be ostracized in any way.

Our practice is based on Colorado Law. Colorado Revised Statute 22-1-106 says “[e]ach school district shall provide an opportunity each school day, for willing students, to recite the pledge of allegiance in public elementary and secondary educational institutions. Any person not wishing to participate in the recitation of the pledge of allegiance shall be exempt from reciting the pledge of allegiance and need not participate.”

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 and Juniors who have a 3.5 cumulative grade point average may leave campus for lunch with parental permission. Off-campus lunch for any student, other than Seniors or Juniors who qualify, must have a parent/guardian physically sign the student out. No phone calls are allowed.

**The Academy will no longer accept food and beverage deliveries that originate from outside eating establishments. Any lunch being dropped off will not be delivered to the classroom/cafeteria. Please notify your student to pick up deliveries in the office, during passing period. All items not picked by the end of the day will be thrown away.*

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 students safe. This will be accomplished through the following ways:

- All parents and visitors must sign in at the main office when entering the school.
- All parents and visitors must leave their valid State identification card when checking into the building, and they must wear an identifying badge while at the school. Those not here on official business will be asked to leave the premises.
- Our school utilizes scanning software to verify that there are no individual criminal concerns that might jeopardize school safety. If the visitor cannot be screened or is a threat to school safety, the visitor will be denied access.
- Classroom visits by parents/guardians must be approved by the principal (please provide 24-hours’ notice) to observe a teacher to avoid disruption of the learning environment.
- 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 supervised before and after school while students are arriving and departing.
- Siblings and preschool children are not allowed to accompany parents when they volunteer in the classroom. 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 who fail to abide by school guidelines for visitors may be asked 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 the registrar's office to obtain the form.

STUDENT PARKING DURING SCHOOL HOURS

All students will park in the east/back lot, and staff and visitors will park in the west/front lot from the hours of 6:45 a.m. to 3:45 p.m. Our goal is to keep students from parking in the adjoining neighborhood, thereby promoting safety and a positive relationship with our neighbors.

All students' vehicles parked on campus must be registered through the school and have a parking permit. There is NO COST for the parking permit. To register your vehicle, you must provide a current registration form, current proof of insurance, copy of your driver's license, and a completed registration form with all information complete and accurate. You will then receive a permit and an assigned parking space. Students who have an assigned spot are required to park in their assigned space.

Students will park in the east/back parking lot in assigned spaces during the school day. The west/front lot is reserved for staff and visitors. At 3:45 p.m. each day, the parking lot is OPEN for event parking. Parking is a privilege and can be revoked for any harmful or offensive behavior at any Academy event or during the regular school day. Although this action is typically temporary, it could become permanent if the student does not choose to modify unacceptable behavior patterns.

When there is a reason to believe that the safety of students is threatened or there is a reasonable belief that the vehicle contains a violation of law, the administration reserves the right to search any vehicle without warning and to seize items in violation of student policy and State law. The Academy assumes no liability for damage to or theft from vehicles parked on school grounds.

Students will not be allowed access to their vehicles during the school day, including lunchtime, without administrator approval. Students may not sit in parked vehicles or loiter in the parking lots during school hours or at school activities. Visiting students may not loiter in the parking lots. The driver of a vehicle is responsible for anyone sitting in his/her car at any time.

Students may lose their parking privileges for the following violations or any violations listed on the parking permit contract that was signed when you obtained your permit:

- Not parking in your assigned space.
- Driving carelessly or recklessly.
- Sitting or loitering in a vehicle.
- Not parking between the lines indicating parking spaces in the lot.
- Parking in the fire lanes or other "No Parking" areas, including the red curbs.
- Blocking traffic.
- Parking in handicapped spaces without a permit.
- Having an unregistered vehicle on campus or not displaying the assigned parking permit.
- Littering.
- Failing to follow the Graduated Driver's License Law.
- Duplication of or allowing another student to use a valid parking permit.
- Decorating a parking space.

Students will receive a warning for the first violation of any kind. Thereafter, violations will result in tickets of \$5 for the second violation, \$10 for the third and all subsequent violations during any calendar school year. Outstanding, unpaid parking violation fines will be added to your end of year student fees, if not paid when issued. If persistent violations occur, parking permits may be revoked for the remainder of the year. In addition, students could face disciplinary consequences and be issued a ticket by the Westminster Police Department.

SCHOOL CLOSURES

Should an emergency or weather require the closing of The Academy facility, a notice will be posted on the local media outlets listed below, as well as on the school website, Academy Facebook, and the school app.

- Denver Metro television channels: 2, 4, 7, 9, and 31

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 that threaten the safety, health, or welfare of students and staff members, the CEO or designee may delay the start of school or call for early release. Delayed starts will be two hours. Watch local television broadcasts, listen to local radio stations, check the website, or check the Academy app for school closure, delayed starts, or early release updates.

HEIGHTENED AWARENESS

On days when there are increased activities and visitors on campus (Career Fair, award ceremonies, and college days, etc.), The Academy will operate on a Heightened Awareness Day. Our practice has become to have a greater presence and increased focus on safety on these days. Administration will have more presence inside/outside of the building, and visitors will have limited access to the building:

1. We will have more staff outside during drop-off and pick-up.
2. At the Main Campus (MC), our School Resource Officer (SRO) or senior administration will be stationed at the entrance all day.
3. There will be additional staff outside during recess and lunch transitions.
4. Support staff, including custodians, will be outside.

All staff and students MUST wear their ID while on campus. All visitors must check-in at the main office and wear their visitor sticker in plain sight while on campus. While Heightened Awareness Day does not indicate a known emergency or threat, because of the number of visitors to campus on some days, our law enforcement partners recommend taking these precautions.

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.

PARENTS INFORMATION AND RESOURCES

STUDENT DATA PRIVACY

The Academy is committed to protecting the confidentiality of student information obtained, created, and maintained by the school. Student privacy and The Academy's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act. The Academy will manage its student data privacy, protection, and security obligations in accordance with The Academy policy and applicable law.

STUDENT SCHOOL RECORDS

Generally, student school records, or education records, are documents, files, records, and other materials maintained by a school that contain information relating to the 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 teacher; 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.

STUDENT RECORDS

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

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

- Inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Request revisions of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- 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.

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 a 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, health and law enforcement unit personnel, 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 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 to 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 request 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 information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Academy will use "directory information" for yearbook and other school related publications and may include information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. 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 completing a “FERPA Opt-out” form located in the front office.

MEDIA “OPT-OUT” FORM

There may be times during the school year when various 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 not publish photos of students on the opt-out list. This policy relates to classroom activities or school events that are not open to the public. Events and activities that are open to the public are not covered by this “opt-out” option.

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 that is regarding their students educational record may submit a written request to the Dean of Students for tapes concerning school facilities and property.

ATTAINING RECORDS

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

CHALLENGING RECORDS

Parents and eligible students (over age 18) have the right to inspect and review their records; 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 to the Principal for the record to be changed.

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.

PARENT-STAFF COMMUNICATION

The Academy's expectation is that all specific inquiries from parents, either via email 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). Students are encouraged to attend these conferences. 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 schedule an appointment.

ASSESSMENTS

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

- *Assessment for learning* occurs during teaching and learning and focuses on ongoing improvement. Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are ongoing, so teachers can modify lessons to make sure students are learning. Students receive feedback on a regular basis about how well they are doing, where they are in their learning, and where they are going.
- *Assessment of learning* gathers information about how well students have mastered what they should know at their grade level. The CMAS (Colorado Measures of Academic Success) is this kind of test. This state-mandated testing program measures what students have already learned and provides accountability to parents and the community.

PARENT AND TEACHER ORGANIZATION (PTO)

The Parent and Teacher Organization (PTO) is a volunteer organization that 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.

VOLUNTEERING

Volunteers are an integral part of The Academy. We always appreciate any help from moms, dads, uncles, aunts, grandparents, and friends who want to bring additional resources to the school. Research shows that volunteer involvement results in a number of benefits. When families are involved in their children's education, grades and test scores go up, children become more likely to graduate and attend better schools after high school, and they tend to have fewer discipline problems. Community members are encouraged to volunteer and support learning to facilitate positive community involvement, partnership, and collaboration.

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

All volunteers are required to complete a volunteer contract prior to service. All volunteers during the school day must report to the main office, sign in and receive their visitor badge, and then report to the classroom or area they will be volunteering. All volunteers/chaperones (including, but not limited to, drama or music activities, field trips, or other events) must arrive at the School's front office during regular hours to complete the Raptor check prior to attending/chaperoning the event/activity. Volunteers may also be subject to a background check.

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

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 the Facilities Manager.

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 at 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.

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 that would reasonably result in abuse or neglect.

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 implemented:

- The receptionist or front office personnel will contact the CFO/Senior Administration so the agency can explain the circumstances of their inquiry.
- If the administration agrees that the meeting should remain confidential \ and the agency 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.

PARENTS' RIGHT TO KNOW

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 school administration through the Executive Administrative Manager at 303.289.8088.

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.

OBTAINING SEX OFFENDER INFORMATION

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

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

OR

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

STUDENTS RIGHTS AND RESPONSIBILITIES

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 on the severity of the violation.

In academic settings (classroom, labs, etc.). Such devices must be in the “off” or “silent” position at all times and stored out of sight except when in use, as permitted by the instructor, or as part of a student’s individual education program. Teachers may impose further restrictions at their discretion in their class.

In nonacademic settings, including at-school activities or on school transportation, such devices may be used in “silent mode,” provided its use, 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 and taking or sending photographs of students or staff without their permission. 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 school functions. Students may not leave a class to activate or operate such devices.

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.

LIBRARY INFORMATION

Please check our website for the Summit/Foothills hours.

CHECK OUT POLICY

➤ FEES

Materials that are 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. *Failure to pay may result in your student not being able to participate in graduation.

➤ 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 a contract.

ALCOHOL, TOBACCO, FIRE ARMS, AND EXPLOSIVES

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

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 that 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 that 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.

Students are not permitted to befriend or follow their instructors on personal social media platforms.

NONDISCRIMINATION

EQUAL OPPORTUNITY

The Academy Governing Board is committed to providing a safe learning environment where all members of The Academy community are treated with dignity and respect. All The Academy schools are subject to all federal and state laws, and constitutional provisions prohibiting discrimination.

The Academy does not discriminate based on disability or need for special education in any recruitment or enrollment decisions. Students admitted with an Individual Educational Plan (IEP) or Section 504 Plan from a previous school will be placed in a program that meets the specific requirements of their IEP or Section 504 Plan. The Academy will arrange for the student to have an IEP team that will convene in accordance with state and federal laws, and CSI policies and procedures.

BULLYING

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

To be considered bullying, the behavior must be aggressive and include a real or perceived imbalance of power and must be repetitive. The types of bullying include verbal, social and physical. Verbal bullying is saying or writing mean things; social bullying involves hurting someone's reputation or relationships; physical bullying involves hurting a person's body or possessions.

Bullying is **not**:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights

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.

NONDISCRIMINATION/HARASSMENT

The Academy is committed to a policy of nondiscrimination/harassment on the basis of race, color, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability, or need for special-education services in its programs, activities, operations, and employment decisions. 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.

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.

- o 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.
- o Inappropriate showing or displaying of sexual materials, such as, by way of example only, posters, pin-ups, calendars, or magazines.
- o Repeated put-downs or remarks with sexual meaning or demeaning implications.
- o Any unwelcome repeated behavior, verbal or physical, which is of a sexual meaning or demanding implications.
- o 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.

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

All reports of discrimination or harassment will be investigated promptly and adequately. Any person found to be in violation of this section shall be subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, expulsion, termination, or cessation of business. 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 also be subject to disciplinary action.

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 knowingly make a false allegation of sexual harassment against any member of the school community.

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 Academy. 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*

SAFE2TELL®

Safe2Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to 1-877-542- SAFE (7233). The proactive and anonymous features of the program and hotline are critical. Safe2Tell provides the means for children and youth to take a stand, without fear of retribution, and empowers them to make a difference! To anonymously report a school safety concern, click here to be redirected to the Safe2Tell website. If you have a smartphone, the Safe2Tell® app is available for free for Android and iOS.

NON-SERVICE ANIMALS

With the exception of service animals and classroom pets, no animals and pets are allowed on campus.

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 ensure 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.

Parents with questions and concerns may leave a message with the office and a Board member to return the call. Or parents can contact Board members by email; their contact information is available on our website. 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 a CEO who reports directly to The Academy Board. The Elementary and Secondary Principals work directly with the CEO. The CEO oversees all aspects of the school. The Principals support the CEO in achieving the goals of the Strategic Plan.

SUPPORT SERVICES & OPERATIONS

Please see the website for a staff directory.

GRIEVANCE PROCEDURE

When a student feels that he or she has experienced unfair treatment from school staff members, or another student, or needs further information to determine whether an injustice has been committed, the student may submit a request for an inquiry into the matter of concern. The request shall be submitted in writing to the teacher or counselor with most direct responsibility for the individual student's instruction or performance in the matters at issue. The request shall state the injustice or unfairness experienced by the student with a clear description of the events that occurred, including dates, locations, and the persons who were involved.

The responsible staff member shall have 10 school days to conduct the necessary inquiry and respond to the matters of concern. If the student has reason to believe that all appropriate information has not been considered or that a fair resolution to the grievance has not been achieved, an appeal, explaining its rationale, may be made in writing within 10 school days following the decision. Staff members responding to appeals must issue a response, in writing, within 10 school days following receipt of the appeal.

In most cases, the potential adverse party (teacher or administrator) will not need to be present with the student. Rather, all versions of events shall be obtained separately at each level.

The respective levels of review are as follows:

- Level 1 - School teacher, counselor, or activity sponsor
- Level 2 - School Principal or Assistant Principal/Dean of Students
- Level 3 - CEO or designee (If the complaint concerns allegations of discriminatory treatment based upon handicap/disability, the request for review should be submitted to the Section 504 Coordinator. If the complaint concerns allegations of

discriminatory treatment or exclusion from participation based on gender, the request for review should be submitted to the Title IX Coordinator.)

➤ 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, the athlete, parent(s), and coach will meet with the athletic director to seek resolution. If a resolution is still not reached, the athlete, parent(s), coach, and Athletic Director may meet with the grade-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. 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 beginning 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

After the student is admitted but prior to enrollment, parents of all students with a current Individual Education Plan (IEP) will be asked to consult with The Academy administration and staffing team to determine the suitability of The Academy’s program to the student’s needs. See The Academy website enrollment page for detailed policy and procedure information. 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 of 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.

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. Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of a person’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 who believe their child may have a disability requiring special accommodations or support services may contact the level administrative office for more information about assessment and eligibility for such services. 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.

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, and exhibit exceptional learning behaviors.

Enrichment

To provide the best possible educational opportunities to gifted children, The Academy and CSI advocate 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 CSI use a multiple-criteria approach to determine which students may need gifted programming. A universal screening tool is provided at both second and sixth grades to identify students to participate in further cognitive abilities testing. As students progress into secondary school, this screening process begins again in the eighth grade. In addition, 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 gifted student has been identified, accommodations, goal setting, and other one-on-one check-ins with the student occur on a yearly basis.

WITHDRAWING FROM THE ACADEMY

To withdraw a student, the parent/guardian **MUST** go to the front office at the **Main Campus** to complete a withdrawal form. 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 the form is received. If we do not receive a Records Request or a Confirmation of Enrollment from the next school, your student will be reported to the state as a drop-out. To avoid any disruptions to the learning environment, parents/guardians are not allowed to clean out students' desks/lockers during instructional hours (Elementary: 8:05 a.m.-3:15 p.m. [Main Campus]; 7:45 a.m.-2:55 p.m. [North Campus] or Secondary: 8:00 a.m.-3:30 p.m.).

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

STUDENT ATTENDANCE

ATTENDANCE

The Academy values the time students spend in the classroom engaging in learning experiences. 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. 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.

MORNING ENTRY

Monday, Wednesday, Thursday and Friday Morning Entry Procedures

Main Campus	North Campus	
7:30	7:00	Breakfast opens.

7:30	7:30	Doors open. Students report either to the gym and line up with their classes or go directly to their classroom.
7:55-8:05	7:30-7:45	NC students report directly to their classrooms between 7:30 and 7:45 am. MC 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	
7:30	7:30	Breakfast opens.
9:00	8:45	Doors open. Students report either to the cafeteria (cafetorium for NC) and line up with their class or go directly to their classroom.
9:05-9:20	8:45-9:00	NC – Students report directly to their classrooms between 8:45 and 9:00 am. MC – Student are dismissed by grade to go to their classrooms.
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 20 minutes of dismissal time. The Academy cannot take responsibility for students who remain past this time. 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 pick-up and drop-off lines.

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 curbside.
- 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.

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. 100/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 student's teacher on his/her 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:*

- 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

Senior Ditch Day:

- A student who participates in "senior ditch day" will be marked as an unexcused absence, unless a parent emails the attendance line to excuse the absence.

*After 10 absences, all absences will be marked as unexcused unless proper documentation is provided.

EXCESSIVE ABSENCES

➤ HIGH SCHOOL/NO CREDIT STATUS

Unless otherwise waived by law, a student 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 until successfully completing the appeals process outlined below.

A student with ten (10) or more absences in a class may appeal for his or her grade and credit for the class. A student with a failing grade may appeal to receive a No Grade (NG). 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 the 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 not to appeal their No Credit Status will be treated as if the appeal was denied.

➤ ELEMENTARY AND MIDDLE SCHOOL/RETENTION STATUS

A student 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.

A student with ten (10) or more absences may be asked to appeal for promotion to the next grade. Successfully 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 not to 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, a student will be considered habitually truant when he or she has 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. 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 a student suffers a serious illness, causing him or her to be absent more than five (5) consecutive days, additional communication with the student's 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 (being 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. To qualifying for perfect attendance, students must not have any tardies on their record for the applicable term. This includes both excused and unexcused tardies. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall be imposed for excessive tardiness. Parents/guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this section.

***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 tardy and may be marked partially absent. Three (3) partial absences may 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 – 5 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: 1st Period

Tardy students arriving within 10 minutes after the morning bell must have a tardy sweep pass to enter class. This constitutes an unexcused tardy. 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 tardy and may be marked partially absent. Three (3) partial absences will be considered the same as one (1) full absence.

Consequences for excessive morning bell tardies:

1. 5-7 tardies: Intervention email/conversation with parent and student
2. 9 tardies: One (1) detention
3. 12 tardies: Three (3) detentions
4. 15 tardies: Discipline referral and five (5) detentions
5. 18 tardies: Half-day in-school suspension
6. 21 tardies: One (1) day in-school suspension

In the case of habitual tardiness, further actions may be taken at the discretion of school administration.

All Other Class Periods:

Administrators and teachers will be in hallways each day to actively encourage students to get to class. Doors will be shut and locked when the bell rings. If a student is still late, a series of consequences for class period tardies will result as follows:

Tardy 1 - Intervention conversation

Tardy 2 - Intervention emails to parent, teacher, and administration. Teacher directed consequence.

Tardy 3 - Discipline Step - Tardy Detention

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

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

The students 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(ren)*. 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 handwritten note to allow other individuals (including, but not limited to, stepparents, older siblings, and grandparents) to pick up the child(ren) prior to the child(ren) being released**. If we have not heard from you in advance, we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at the school until the end of the day. If you would like to authorize other people to pick up your child(ren), please request a *Student Pick-Up Authorization* form for each student, fill it out, and return it to the school. (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 that include, but are not limited to, doctor appointments or home crises.

Students, age 18 years or older, who drive themselves to and from school may be excused to sign themselves out with a parent email or fax to the attendance office. These students are not to take any other students off campus with them **except siblings with prior approval.*

Off-campus lunch for any student, other than seniors who have a 3.0 cumulative grade point average, must have a parent/guardian present to sign student out. No emails or phone calls are allowed.

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

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 (RN) oversees the health office and staff providing care in the health office. The school nurse 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; the form should be updated if there are changes for current students. Students with any medical condition must complete a Health Inventory Form each year while attending 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 in to 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 the School as provided within the law:

1. An Up-to-Date Certificate of Immunization from a licensed physician or authorized representative of the Department of Health or your local Health department certifying that your child has received immunization against communicable diseases as specified by the State Health department; or
2. Completed Certificate of Completion of the Online Education Module
3. Completed Certificate of Nonmedical Exemption
4. Certificate of Medical Exemption

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 dispensed to 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, lockers, 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

Chapstick is a preventative product and does not fall under the Medication Policy. Students may bring this item 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 grades, 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 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 the child leaving school. The parent/guardian or emergency contact must bring a valid ID when picking up a student at any time. If your child drives, walks, or rides a bus to school and needs to go home, you must contact the front office/administration with a statement saying that it is 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 your 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.

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 to treat and/or transport your child 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.

STUDENTS WITH FOOD ALLERGIES

The Academy recognizes that some students may be diagnosed with potentially life-threatening food allergies. The Academy meets state law requirements concerning the management of food allergies and anaphylaxis among students. The Academy encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with him/her and can self-administer the medication. A food allergy/anaphylaxis health-care plan must be developed with the school's RN. Please contact the level principal to start the plan process. An Allergy and Asthma Action Plan form must be completed and signed by the health care provider and the parent/guardian.

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. 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 100.4 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 the child is symptom free and able to participate in normal daily activities.
- COMMON COLD - your child should be kept 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:** your child should be kept at home until he or she has been started on antibiotics; a doctor’s note stating your child has started treatment and is OK to return to school is required. **Viral infection:** your child should be kept 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 that it is OK to 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.

The Academy’s process 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 via 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 7:30 a.m.

PRICES FOR BREAKFAST

Breakfast - \$2.10 for both Elementary and Secondary students
Free for reduced and free qualifying students
Lunch - \$3.40 (K-8)
\$3.60 (9-12)
Qualifying free students remain free

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 (x169) 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.

FAMILY.TITANK12.COM

Please set up an account under family.titank12.com. This site 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 online or send money in with your child to add to your child's account. *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

ACADEMY ELEMENTARY

We believe that a safe and orderly environment is a vital component of our instructional program. 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 to set an example with positive actions and behaviors for students to learn to be responsible citizens.

CLASSROOM RULES AND PROCEDURES

APPROPRIATE TECHNOLOGY USE

Students shall use technology in a manner in keeping with The Academy Core Values. Students may only log onto their own online accounts. This covers all accounts including, but not limited to; Wonders, enVision, email, Accelerated Reader or Math, STAR, PowerSchool, Khan Academy, or any other account. It is unacceptable to log into any other student's account, even a sibling's. Any student who logs into any other student's account will automatically receive a behavior referral for academic dishonesty.

CLASSROOM PARTIES (GRADES K-5)

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 that their child does 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 Colorado Academic Standards or Core Knowledge.

- Grades will be based on individual achievement of learning goals.
- 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) 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.
- 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 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, working in the Foothills before and/or after school. The consequence for not doing the work is: doing the work!
- In addition to scheduled school-wide progress reports, parents will be notified 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 redone at the teacher’s request only. Corrective instruction or re-teaching must happen between the original assessment and the reassessment. Redos 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

When assigned, the purpose of homework at The Academy is to give students the opportunity to practice needed skills, engage in critical thinking, and prepare for learning. At The Academy, there is no requirement for daily homework. We trust our teachers; we trust our curriculum, and we trust our students to pay attention, work hard, and learn well during the school day. Reasons that a student may bring work home could include: incomplete classwork from the day, make-up work from absences, redoing work or completing additional material to increase overall grades. We value a work-life balance for our students, and therefore, encourage students to pursue extracurricular activities that promote their well-being outside the school day. We also value creative and collaborative tasks that can be experienced by the wider family. We always recommend reading at home nightly for a minimum of 20 minutes using a wide range of texts and genres. For homework to be effective, when assigned, it should support educational goals, be purposeful, take into account students’ abilities and needs, and strengthen the school-home link.

PRIDE TIME

Pride Time is designed to motivate and reward students for good behavior and academic achievement in school. Students can participate in Pride Time if they meet the following criteria:

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

REPORT CARDS

Report cards will be issued each semester. Midterm reports will be issued at the midpoint of each semester for elementary students only.

The grading scale is as follows:

Kindergarten – 5th 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-5th 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). 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.

FRIDAY FOLDERS (K-5)

Every Friday each student will bring home a Friday folder. The folder will contain graded student work as well as flyers about upcoming events (Skate City, enrichment classes, etc.). The teacher's weekly newsletter and communication from the school are electronic and emailed to parents each 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. Your student's condition 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 (StuCo) is the official representative of the elementary student body with representatives chosen in grades 3 through 6. StuCo will meet regularly with the sponsor to discuss school-related concerns and activities.

Pride Ambassadors are 6th grade student leaders. The main purposes of this program are to develop leadership skills, to provide positive peer role models for elementary students, and to serve The Academy community as goodwill ambassadors.

To participate in the Student Council or Pride Ambassador programs, students must maintain good grades (no Fs and a maximum of one D) on midterm 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 StuCo 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. We recognize that it may not be in the best interest of a student to advance him/her to the next grade level if he/she does not have an acceptable level of understanding of the material presented in the current grade level. 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 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 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 of their subjects, including at least three fourths 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.

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 up these items. Special permission must be given for students to use personal ChromeBooks during school hours. The school assumes no responsibility if personal items brought by the student are lost, stolen, or damaged.

LOST AND FOUND ARTICLES

All lost and found items of value will be turned in to the school office. Parents may ask at the reception desk regarding jewelry, glasses, phones, and other items of value. A clothing rack containing unclaimed articles is kept outside the cafeteria at the main campus and near the south exit at the north campus. Unclaimed articles will be donated to worthy organizations. Check the newsletter for the dates lost and found clothing will no longer be available.

ELEMENTARY STUDENT DRESS CODE

PRE-KINDERGARTEN THROUGH 5TH GRADE

Elementary students are required to be in a uniform during school hours. Our uniform is made up of specific items and colors.

The ONLY OUTERWEAR APPROVED to wear in the classroom is the fleece jacket with The Academy logo, which can be purchased through the school store. 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 school store. Hooded sweatshirts, even if they say Academy, may not be worn inside the building by elementary students.

Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed.

ACADEMY UNIFORM EXCHANGE

We have a uniform exchange 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; uniform items can also be purchased without an exchange. Please check the website for hours of operations.

JEANS-DAY DRESS CODE

On the last instructional Friday of each month students may wear jeans to school for \$2.00. This is a fundraiser, and the money collected helps to pay for classroom activities and supplies. Occasionally, "jeans day" is a reward or fun day. When that happens, 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 who are habitually not in compliance with the dress code to the elementary office

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- 1st Offense: warning
- 2nd Offense: warning
- 3rd Offense: warning
- 4th Offense: administration discretion
- 5th Offense: administration discretion



Elementary School Uniforms

The Academy requires school uniforms to avoid distractions to the educational process. Anything that disrupts the educational process, therefore, is a violation of the uniform program.

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

Uniform

Pre-Kindergarten through 6th grade students are required to be in a uniform during school hours. **Uniforms can be purchased at any retailer, as long as they are in our school colors (white, red, navy blue, and hunter green).** All clothing must be plain without any brand names, insignia, manufacturer's logos, pictures visible, etc. The approved uniform for all students is described below.



Shorts/Pants/Jeans Day

Tan or navy blue

Pants must fit at the waist, no holes and may not be oversized or undersized. Shorts must be walking shorts: straight-legged, knee-length. Jeans Day black or blue denim pants, shorts, or skirts only.

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

Not Allowed: Baggy pants, bell bottoms, capri, spandex, sweatpants, corduroy, or pants that tie at the waist. Leggings/tights may not be worn as pants.

Dresses, Skirts and Jumpers

School colors (red, navy blue, and hunter green)

Green Plaid fabric (only available through French Toast)

Polo Dresses, Skirts, skirt at mid-length and jumpers.

Not Allowed: Denim, rompers, corduroy

Shirts

White, red (not maroon), navy blue, or hunter green

Shirts must be tucked in (3rd – 6th grade).

Allowed: Long or short sleeve shirts with a collar—dress shirts, polo shirts, dry wick, turtlenecks, peter pan blouse

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

Belts ~ required part of uniform in 3 – 6; not required for PK-2.

Must fit properly and be worn through belt loops. All belts need to be brown or black.

Shoes

Any color

Allowed: Athletic shoes, boots, sandals

Not Allowed: Shoes with rollers or wheels

Warm Clothing/Outerwear

Red (not maroon), navy blue, white or hunter green

Allowed: ACS fleece jacket, cardigans, sweaters, crew-neck sweatshirts, and vests (in school color) may be worn over the uniform tops

Not Allowed: Heavy coats/jackets, hooded sweatshirts and raincoats are not to be worn in the classroom during the school day unless permitted by the principal for special circumstances

Accessories

Allowed: Cross tie, ties, socks (knee-hi & ankle), tights/leggings to the ankle, bows, headbands all may be worn if in a solid school color (no black)

Not Allowed: Unnatural hair color, excessive makeup, hair accessories in non-uniform color

Spirit Day - Fridays

Students may wear Academy spirit gear or shirts of nationally-recognized colleges on the last instructional day of the week as an alternative to the regular shirts listed above. Students in uniform bottoms must have your spirit/college shirt tucked in. ONLY on Jeans Day can spirit/college shirt be untucked.

We have a uniform exchange at The Academy main campus ONLY during the year. During P/T conference, we will be open at north campus. Items brought in to exchange need to be in good condition, e.g. no holes or split seams, no stains, no missing buttons or hooks, 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.

Revised: June 2021

ACADEMY SECONDARY

SCHOOL DAY

The school day starts at 8:00 am for secondary students (grades 6 – 12). Middle and High School 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.

IDENTIFICATION (I.D.) BADGES FOR SECONDARY STUDENTS

To ensure safety and to accurately identify persons in the building, all junior high and high school students are expected to display an official student identification at all times during the academic day per the following guidelines (except in physical education classes or other environments where such display would present a temporary safety hazard).

➤ Procedures

- Every student is issued one free ID and lanyard.
- Replacement ID - \$5.00. Replacement lanyard - \$1.00. Plastic Protector - \$1.00.
- Students may receive three (3) temporary IDs in a semester without consequence.
- All IDs need to be on and visible by the start of 0 hour or 1st hour and remain visible throughout the school day.
- A student forgetting his/her ID should obtain a temporary ID from student's 0 hour or 1st hour teacher.
- Temporary ID must be worn on the outermost garment above the waists.

After obtaining the third (3) temporary ID, the student will be required to purchase a new ID, which will be automatically charged to the student's account. Should the issuance of temporary IDs or the repeated purchase of new IDs fail to bring the student into compliance with this policy, the student will be referred to the Dean's office and will be subject to discipline for defiance.

➤ Required Expectations

- ID needs to be worn on a lanyard, around the neck, on the outside of an individual's outermost garment.
- ID needs to remain free from graffiti, stickers, and other alterations.
- ID needs to be worn in the building between 6:45 am – 3:45 pm.
- Teachers will direct students on modifications regarding this expectation if it is warranted by an instructional activity.
- During after hour activities, students are not required to visibly wear their ID, but should have it in their possession.

A student may receive three (3) temporary ID's throughout a semester. After receiving three (3) temporary ID's, if a student is not wearing their ID, the student will progress through the following consequences without further warnings:

1st Offense: Parent Contact

2nd Offense: Referral for Defiance and Detention

3rd Offense: ½ day In-school Suspension

4th Offense: 1 day In-school Suspension

5th Offense: Suspension

CELL PHONES, EARBUDS, HEADPHONES, & HATS

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

1st offense: Cell phones, earbuds, headphones, and hats will be taken by a staff member and may be picked up at the end of the day from the Dean.

2nd offense: Cell phones, earbuds, headphones, and hats will be taken by a staff member and must be picked up by a parent from the Dean.

3rd offense: If there is a third violation, student will be written up for defiance.

*Students refusing to submit any of these items to a staff member's request will be escorted to the Dean, written up for defiance, and required to check item(s) in and out of the secondary administration office for a period of five (5) days. Subsequent refusals will result in further disciplinary actions.

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.

PLAGIARISM

- Plagiarism will be explicitly taught to all students.
- For plagiarism/copying on homework assignments:
 - Contact parents
 - Students receives a zero for that assignment
- For plagiarism on essays, projects or assessments:
 - Students must arrange a meeting with their teacher and parents (within a week). They must explain what happened, why they did it, why it is taken seriously (real-life implications of plagiarism in career or university). Students bring their paper and show what they needed to change in order for it to not be plagiarism, the steps that you need to take to make sure this does not happen in the future. Students have one week to redo their assignment.
 - The committee consists of the teacher for that class and at least one other teacher from the student's schedule. The student will set up a meeting time for themselves, the teacher, and one other teacher in the student's current schedule within a week of the plagiarism.
 - A student will receive a zero until and unless the assessment is redone.
 - Students who redo the assessment within one week can receive up to 50% credit.
 - Subsequent offenses will result in zero for the assessment.

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 are allowed. A proper athletic shoe needs to fit without coming off when the student moves or runs and should provide 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 to the next grade level students who 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

➤ MIDDLE SCHOOL (6-12)

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.

To be promoted from one grade to the next, a student in the Middle 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 number 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 2020/2021 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.

All Academy students, with the support of Academic Counselors, will pursue at least one degree or certification while enrolled in high school with the intent to reach this goal by the time of high school graduation.

The Academy Board of Directors has established the following graduation requirements, for all students currently enrolled, that meets or exceeds the state graduation guidelines and menu of options for students to demonstrate college and career readiness developed by the State Board pursuant to HB 07-1118. All of the following criteria must be met in order for a student to graduate:

1. Graduation Requirements – Class of 2020 & beyond a student must earn credits in the following areas:

THE ACADEMY GRADUATION REQUIREMENTS

Over the next two years, required credits for graduation will be reduced from 25 to 24. This allows students to have more class options and greater flexibility to pursue other interests, such as Front Range courses, internships, and jobs.

The Academy is committed to ensuring that every student succeeds after high school – no matter which college or career pathway he/she choose.

Beginning with the Class of 2021, in order for students to graduate high school and receive a diploma, they must meet both The Academy’s credit requirements and demonstrate their competence in English and Mathematics, as required by Colorado’s new graduation guidelines.

1. Students must successfully complete a minimum of 24 credits including completion of specific subject area requirements*

Graduation Requirements for the Class of 2021 & Beyond	
Standard	Scholar
English	
4	4
Math	
4	4
Science	
3*	4
Social Studies	
3*	4
World Language	
2	3
Physical Education	
1	1
Academic Electives	
2	2
General Electives	
5	2

*See course description book for more specific details.

2. Students will demonstrate competence in English and Math. Students will complete at least one of the following measures in English and Math, as well as meet or exceed the corresponding cut score or criteria to demonstrate college and career readiness.

Testing Based Assessments:	
English	Math
SAT	
470	500
ACT	
18	19
Advanced Placement (AP)	
2	2
Accuplacer	
241 on Reading OR 236 on Writing	255 on Arithmetic OR 230 on Quantitative Reasoning, Algebra, and Statistics
ACT WorkKeys	
3 Bronze level	3 Bronze level
ASVAB	
31	31
International Baccalaureate (IB)	
4	4
Performance Based Assessments:	
Capstone	
Concurrent Enrollment	
Industry Certificate	

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 at the end of each semester. At any time, you are encouraged to check your student's progress on PowerSchool, which is updated every Wednesday. 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

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 prerequisite 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 if 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

GENERAL GUIDELINES

- Shirts, bottoms, and shoes that meet these standards are a requirement at all times.
 - Shirts that have fabric in the front going down to at least the top of the belly button, back, and connect under the arms.
 - Buttocks must be fully covered with opaque fabric no shorter than the upper thigh.
 - Shoes of any variety. There may be cases where shoes can be removed for a specific activity, but they must be put back on as soon as the activity is done.
- Private areas of the body must be covered with opaque fabric.
- Undergarments must be covered with exceptions of bra straps and waistbands.
- Facial features including the eyes, nose, mouth, and surrounding area must always be visible and displayed in a way that does not make a student unidentifiable.
- Certain classes and activities may require specific attire.

Students May Wear

We find it important that some items are specifically allowed. This list is not exhaustive and as long as students comply with the "Students Must Wear" section, their attire is acceptable.

- Shirts including spaghetti straps, strapless tops, tank tops, halter tops, and muscle shirts that meet the basic requirements.
- Bottoms include holes in jeans and opaque leggings.

- Religious or cultural headwear and accessories are accepted.
- Makeup, tattoos, dyed hair.
- Earrings, nose rings, navel rings, and any other jewelry or piercings.
- Bandanas, bows, or other hair accessories.

Students Cannot Wear

- Clothing featuring hate speech targeting race, ethnicity, gender, sexual orientation, religious affiliation, health conditions, or other protected groups.
- Violent images or language.
- Attire containing profanity.
- Items that clearly promote any illegal activity.
- Items that promote the use of drugs or alcohol.
- Attire that is pornographic or contains nudity.
- Hats, hoodies with hoods up, or beanies with exceptions for religious, cultural, or medical reasons.

Where to draw the line?

Attire needs to be direct for it to be considered a violation. For example, in most cases a shirt with a picture or representation of somebody who has a history of hate generally wouldn't count, but a shirt with a symbol for a hate group would, as well as a shirt with a statement intolerant of queer people. It should be immediately clear that the attire is unfit.

DRESS CODE ENFORCEMENT

Implementation Rules

- During enforcement, students are not shamed for their attire. Shaming can look like:
 - Asking students to account for their attire in front of others.
 - Accusing students of being distracting.
 - Measuring the length of straps, bottoms, or skirts.
 - Hand motions such as waving or pointing at a student's body.
 - Joking about a student's appearance.
- Staff do not implement the dress code differently based on a person's gender identity, body, type, sexuality, health conditions, or other qualities.
- The dress code will be addressed in a private manner.
- If students are not able to correct the dress code infraction with their own clothing, they may be issued clean Academy shirts, jackets or hoodies to cover but not replace their current clothing.
- School staff will use inclusive and positive language to explain the issue.
- Missed instructional time will be taken into consideration when addressing dress code.
- School staff consider a student's privacy when disclosing the specific dress code violation to their parent or guardian.

Resolution Process

- Enforcement will not escalate beyond a conversation matching the rules in the enforcement section.
- If a student continuously wears the same items they have had a conversation with staff about, across multiple different calendar days, it can be considered defiance.
- If a student is wearing hate symbols or hate speech targeting race, ethnicity, gender, sexual orientation, religious affiliation, health conditions, or other protected groups., violent or threatening language, then that attire will follow our standard behavioral and disciplinary steps as a school.

Approaching Enforcement

Positive reinforcement is the priority. When discussing a student's dress with them, there is a possibility that staff can harm a person's self-image. Staff can approach students regarding their dress in positive ways that prevent this. When staff approaches a dress code violation regarding a student, there is a difference between the intent and the impact due to specific actions or words used. Although a staff member may have good intentions, the way they choose to address the issue can have drastic effects on the student's perception. It is important to counteract this by using considerate words and body language. This can be accomplished by:

- Staff's ultimate goal when addressing the dress code is to support the student and work with them to resolve the issue, not to criminalize or diminish them.

- When possible, and at teacher discretion, a staff member that the student trusts and has a good relationship with should address the dress code. Teachers could consult the “Trusted Adult” list to find their trusted adult.
- Starting the conversation in a positive manner outside of class in a supportive tone.
- Sentence starters that teachers could use to make students comfortable include:
 - “I like the look you’re going for, there is just one issue.”
 - “Do you have a sweater in your locker that you could add to your outfit?”
 - “I understand that you feel comfortable in this clothing, but it might be better to wear it outside of school.”
- Trying to see the situation from the student’s perspective during the conversation to ease tension and make them feel comfortable.

Complaint Resolution Process

If a student has an issue with enforcement of their dress, it can be addressed in one of the following ways:

- Counseling department
- Trusted adult
- Self-Advocacy

If a staff member has a concern with dress code enforcement, they should speak with their level administrator or direct supervisor.

Class / Activity Specific Dress Requirements

Some classes or activities may have specific requirements beyond this dress code, such as for P.E. classes, sporting events, performing arts concerts, or during labs in science classes. These often function as safety requirements and are therefore needed. When special requirements are implemented, staff must still follow the enforcement section of this dress code. Special class/activity requirements must still meet the basic requirements and the dress code “must wear” sections. Any general requirements that are made must be universal and not affect people of different genders, ethnicity, or body type differently.

If a particular set of outfits are required, and there are different styles that are based on gender, students will be able to pick whichever option so long as it does not conflict with their role in the activity. Staff need to be flexible and work with students to make a particular attire correspond with a person’s cultural or religious observances.

SECONDARY STUDENT ACTIVITIES

SCHOOL CLUBS AND ORGANIZATIONS

The Academy recognizes certain school clubs and organizations that adhere to The Academy’s application and approval process. The staff member in charge will determine extracurricular activities and club fees.

A student must attend half the classes 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 extracurricular, cocurricular, 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 to participate in any CHSAA sanctioned sport.

EXTRACURRICULAR 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 meet 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-Ds 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.*

CHSAA eligibility rules also apply to extracurricular activities like play productions or CHSAA competitions.

At The Academy, we also consider attendance, tardy, 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 considered 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 (8) consecutive semesters to complete.

Each Wednesday at 3:30 p.m., the Athletic Administrative Assistant will run the eligibility report. Any student-athlete receiving 1-F or 2-Ds 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

2021-2022

*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 – 5	\$120.00	Consumables, Technology, Science
Mandatory Fees - Grades 6 - 8	\$120.00	Consumables, Technology, Science, PE
	\$75.00 +	
Mandatory Fees - Grades 9 - 12	course fees	Consumables, Technology
Mandatory Fees - Grades 5	\$5.00	Planner
	\$15.00	Music
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	same individual/per sport -first and second sport only/third sport is free
*Junior High Athletics	\$90.00	Same individual/per sport - first and second sport only/ third sport is free

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

Fees shall be waived for those students who have been approved for Free or Reduced Lunch

MISCELLANEOUS	FEES	
Photo ID Replacement	\$5.00	Lost/Stolen Replacement
Optional School Planner	\$5.00	Highly recommended for 9 th grade
Planners Replacement	\$5.00	Lost/Stolen Replacement
Lockers	\$5.00	Maintenance
Outdoor Ed (6 th Grade ONLY)	\$250.00	Per Student
Outdoor Ed Chaperone	\$150.00	Per Chaperone
Luau (6 th Grade ONLY)	\$20.00	
Courage Retreat (7 th Grade ONLY)	\$30.00	
8th Grade Banquet	\$30.00	
Graduation (Seniors)	\$40.00	
Class Fee	\$20.00	

Field Trips	Varies by grade
Class Fee	\$20.00 Carried forward each year
Volunteer Hours	\$10.00 36-hour expectation per family

HIGH SCHOOL ATHLETIC ACTIVITIES*	FEES
(Subject to change)	\$ 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*	FEES
(Subject to change)	\$ 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.

BOOKS, MATERIALS, AND FINES/FEES

Students checking out textbooks or library books accept the responsibility for their care and 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 Summit as a reference.

Lost and replaced books: When a student loses a textbook or library resource, it will be listed as lost and a fine added in our computer system. Students will be notified of the full replacement cost (plus 15% for S&H). 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 a lost book is found and returned within one calendar year and it still is being used.

A student must pay for school equipment he or she damages, whether or not he or she 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.

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.

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. Parents may also pay online via credit card at The Academy web portal at <https://payments.efundsforschools.com/v3/districts/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. Returned checks are assessed a fee of \$20 in addition to the original amount. 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.

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 Summit as a reference.

Students will be notified of the full replacement cost (plus 15% for S&H). 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.

WITHHOLDING STUDENT GRADES

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 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 the graduation or continuation ceremony.

STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS

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.

The Academy Board recognizes its statutory duty and authority to take all reasonable steps to provide an educational environment for students that is safe, conducive to the learning process, and free from unnecessary disruption.

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.

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.

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.

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/guardians, as well as the fact that violations of such rules shall result in disciplinary action.

ESTABLISHING RULES AND PROCEDURES

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.

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. 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/guardians. Any questions should be directed to the teacher at the beginning of the school year or course to eliminate any misunderstandings.

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 the Administration, after conducting an investigation, to determine whether it is a violation. The parent/guardian will be notified of each violation.

GROUNDS FOR CLASSROOM REMOVAL

A teacher may remove a student from class for the following conduct or behavior:

1. prohibited by the Student Code of Conduct;
2. disruptive, dangerous, or unruly behavior; and
3. otherwise interferes with the ability of the teacher to teach effectively.

Procedure for Removing a Student from Class

A teacher shall utilize restorative practices and warn a student that continued misbehavior may lead to removal from class. When the teacher determines that the behavior is extreme and that the student's removal from class is appropriate, the teacher should take one of the following courses of actions:

1. Instruct the student to go to the Principal's office. Unless prevented by immediate circumstances, the teacher will inform the Principal, or designee, of the reason for the student's removal from class.
2. Obtain coverage for the class and escort the student to the office. The teacher will inform the Principal, or designee, of the reason for the student's removal from class.
3. Seek assistance from the Principal's office or other available staff. When assistance arrives, the teacher, or the other staff member should, accompany the student to the Principal's office. The Principal, or designee, will be informed of the reason for the student's removal.

When the student arrives at the Principal's office, the Principal, or designee, will give the student an opportunity to briefly explain the situation. If the Principal, or designee, is not available immediately upon the student's arrival, the student will be taken to a temporary educational area and the Principal, or designee, will speak to the student as soon as practicable. At the discretion of the Principal, or designee, the student may be placed in another appropriate classroom, program, or educational setting provided that all students are supervised in the alternative location. Students placed in an alternative location must be supervised and students are expected to do academic work. If possible, work should be related to the work in the class from which the student was removed or related to the student's misconduct. In no event should a student's time in the temporary educational area be recreation or free time. In most cases, a student will remain in the temporary educational area for the duration of the class from which he/she was

removed. Prior to allowing the student to resume his/her normal schedule, the Principal, or designee, will employ restorative practices to determine if the student is emotionally ready and able to return to class. In the event it is deemed that it is not appropriate to return the student to regular classes, the Principal, or designee, may consider a different placement option.

The teacher will submit to the Principal, or designee, a concise written explanation for the student's removal from class and any restorative interventions that were attempted to prevent removal within 24 hours of the student's removal from class. Upon the third removal from class, a student will be officially removed from the teacher's class. The Principal will be responsible for determining the appropriate placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The Principal's decision regarding placement is final. Every effort will be made to ensure that the student will not be negatively impacted academically if their subsequent behavior would allow them to continue their studies in another section of the course.

All teacher actions under this policy will be subject to evaluation and supervision by the school's Executive Director (ED). Removal from class under this policy does not prohibit the school from pursuing or implementing additional disciplinary measures, including, but not limited to restorative interventions, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

Notice to Parent/Guardian: As soon as practicable, the Principal, or designee, will notify the student's parent/guardian in writing that the student was removed from class. The written notice will specify the class from which the student was removed, the duration of the removal, and the reason(s) for the removal as stated by the teacher. The notice will provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or recommendation for expulsion) for the particular classroom misconduct, the student's parent/guardian will also be notified of the disciplinary action in accordance with legal and policy requirements.

DETENTION

Teachers have the right to require students to stay in class 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. With parent's permission, teachers may require students who are behind in homework to stay until 4:00pm one day a week to make up work.

GROUNDS FOR EXCLUSION FROM SCHOOL

The grounds for suspension, expulsion or denial of admission shall be as established by law and may be applicable **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, or during remote-learning.**

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:

1. Repeated interference with a school's ability to provide educational opportunities to other students.
2. Continued willful disobedience or open and persistent defiance of proper authority.
3. Theft, willful or grossly negligent damage, vandalism, defacing or destruction of school or private property.
4. Assault, as described "as the 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."
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 precipitates 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 that 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. 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.

6. Behavior on or off school property that is 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 to other students.
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."
8. Use of obscene language or involvement in obscene conduct.
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.
10. Possessing, distributing, and/or communicating slanderous or libelous material.
11. Carrying, bringing, using, or possessing a dangerous item or a facsimile of a weapon which a reasonable person would believe is a weapon, without the authorization of the school or district.
12. Activities and actions reasonably considered to be gang related.
13. 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.
14. The use of tobacco products.
15. Fighting, rioting or illegal disruptive demonstrations.
16. Having been expelled from any school/district during the preceding twelve (12) months.
17. 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.

CLASSES OF OFFENSES

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, the requirements of federal law and state law with respect to a student with a disability, the needs of the student that are best served by provision of educational services in an alternative setting, and other relevant circumstances as identified by the administration.

Class One Offenses - Class One offenses are those that are considered so serious that, if supported by a preponderance of the evidence, may result in expulsion for the first offense. The Academy shall refer to a local law enforcement agency any student who brings a weapon, as defined below, to school or school sponsored events including remote learning.

1. Bringing 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, onto school property or school sponsored events including on camera during remote learning:
 - a. Any weapon (including a starter gun) that will, is designed to, or can readily be converted to expel a projectile by the action of an explosive;
 - b. The frame or receiver of any weapon described above;
 - c. Any firearm muffler or firearm silencer;
 - d. Any destructive device, which includes:
 - i. any explosive, incendiary, or poison gas
 - ii. bomb;
 - iii. grenade;
 - iv. rocket having a propellant charge of more than four ounces;
 - v. missile having an explosive or incendiary or more than one-quarter ounces;
 - vi. mine; or,
 - vii. similar device.
2. Bringing to class a dangerous weapon as defined by (Colorado Revised Statute) C.R.S. 22-33-106 without the authorization of the school or school/district, onto school property or school sponsored events including on camera during remote learning:
 - a. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
 - b. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
 - c. A fixed-blade knife with a blade that measures more 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,
 - d. 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. Sale of a drug or controlled substance, including alcohol.

4. Drugs and alcohol 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.
 - a. 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.
 - b. "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.
5. Commission of an act by a student at least ten (10) years of age that, 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.
6. Commission of an act by a student that, 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.
7. Designation as a "habitually disruptive student" as defined herein.

Class Two Offenses- Class Two offenses are those that, 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 (1) disruptive act or suspendable offense. When a student commits three (3) material and substantial disruptive acts within a school year, in spite of development of a Remedial Discipline Plan, the Academy Board/designee may declare such student to be a **habitually disruptive student**, as defined herein.

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.
 - a. **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.
 - b. 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.
2. Vandalism - The defacing or destruction of school property (including books, supplies and furniture), or the property of school employees or students, that is initiated, willful and overt and requires the attention of school personnel.
3. Stealing or borrowing without authorization any item of property from another student, school employee, or the school itself.
4. Intentional harassment, bullying or intimidation, or abuse including, by way of example only, and not intended as a limitation:
 - a. repeated touching or other physical contact that is intended to harass, annoy, or alarm another person;
 - b. repeatedly following a person;
 - c. threatening another person with physical harm; and,
 - d. 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,
 - e. Hazing, or initiations that 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:
 - i. forced and prolonged physical activity;
 - ii. 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;
 - iii. prolonged deprivation of sleep, food or drink.
5. Harassment, including sexual harassment.

6. 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.
7. Repeated or substantial disrespect to or defiance of authority; defiance of authority that 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.
8. 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.
9. Violations of closed campus policy and district and school tobacco policy
10. Profanity directed toward others.
11. 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.
12. Failure to attend detention.
13. Forgery or counterfeiting of documents or currency.

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 offense. Based upon circumstances, a Class Three offense may be designated by the Principal or designee to be a **disruptive act**.

1. Profanity – profane or vulgar language or obscene gestures.
2. Academic dishonesty.
3. Indecent or improper dress, as determined by reference to The Academy policy.
4. Violations of the Safe School Policy (including but not limited to improper use of electronic communications devices).
5. Violations of Internet/Technology Policy.
6. Forgery or counterfeiting of documents or currency.
7. Unsafe operation of a motor vehicle on school property.
8. Single violations of any Academy policy except as otherwise addressed herein.
9. Inappropriate physical displays of affection are not acceptable on school grounds. This includes prolonged hugging, kissing, and leaning physically on another student.
10. ANY other behavior that interferes with or disrupts the educational process.

Off-Campus Activities - Misconduct that 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.

HABITUALLY DISRUPTIVE STUDENTS

A "habitually disruptive student" means a child who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three (3) or more times during the course of a school year. The student and the parent, guardian or legal custodian will be notified in writing and by telephone or other means at the home or the place of employment of the parent/guardian of the definition of "habitually disruptive student" as well as notified in writing of each disruption counted toward declaring the student as habitually disruptive. The Remedial Discipline Plan, which must be developed, shall address the student's disruptive behavior, his/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 in the development of the plan. Challenge of a designation as a "habitually disruptive student" may be raised as part of an appeal of the suspension or expulsion.

INITIAL SUSPENSION

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 the following:

Notice of Contemplated Suspension

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. The notice may be given at the outset of the informal conference in whatever manner is

reasonable under the circumstances, including but not limited to personal contact, telephone contact, or written contact. 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.

Informal Conference

During the informal conference regarding the disciplinary action, the school official in charge shall ensure that the student is 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. 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. For the purposes of investigation, all pertinent information, including law enforcement or judicial records, as permissible, shall be considered.

Suspension

If the Principal or his/her designee determines, after review of the information presented at the informal conference, and the presence or absence of threat of imminent harm to students or staff, that suspension is warranted, he/she may suspend the student for a period not to exceed five (5) days for Class Two, or Three 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 suspension may be for punitive purposes and/or for the purpose of further investigation or consideration.** The first day of suspension time shall be the first school day following the conference.

If it is determined that a suspension is warranted, reasonable efforts shall be made immediately to notify a parent/ guardian of the student involved of the circumstances surrounding the suspension. 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. 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. 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 cannot be contacted, or the parent, /guardian 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.

The student shall have an opportunity to make up schoolwork during the period of suspension. The integrity of a test or other assessment shall not be jeopardized. 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. For a suspension in a school year, for any violation of 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 and Make up Work Policy. Reductions from credit given may be based on the quality of the work submitted and any delay beyond the acceptable time period.

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, the pupil shall be suspended.

The 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.

In the event that the student's disruptive behavior continues despite the presence of the student's parent/guardian, the use of this alternative to suspension shall end as to that student, and the disciplinary process shall continue.

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.

EXTENSIONS OF SUSPENSION

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.

Initial Extension of Suspension

The Principal or designee may extend the suspension imposed by the Principal designee up to ten (10) additional school days on grounds specified in this procedure, or others which may be provided by law. Pursuant to the procedural requirements set forth 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. If it is determined that an extension of suspension is warranted, the student's parent/guardian shall be notified of the circumstances surrounding the extended suspension.

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, that, together, equal more than ten (10) days, the school shall institute the following procedures:

1. As soon as a suspension in excess of ten (10) days is contemplated, the Principal or designee shall contact CSI's Department of Special Education or designee, who will notify the student's parents of the issue and of all applicable procedural rights.
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).
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 that, together with the initial suspension, does not exceed ten (10) school days.
 - a. 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.
 - b. 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.
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 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 that 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.

EXPULSION AND SUPPLEMENTAL EXTENSION OF SUSPENSION; DENIAL OF ADMISSION

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.

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 cited at the conclusion of this policy, shall be followed.

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 a reasonable time prior to the date of contemplated action. Such delivery may be in person or by registered U.S. mail and shall be deemed to be completed when handed to the addressee or the notice is deposited in the U.S. mail addressed to the last known address of the student or his/her parent or guardian.

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.

Hearing

The hearing shall be conducted by The Academy's CEO. The hearing shall be closed except to participants and witnesses unless the student and parents request an open hearing.

Testimony and information shall be presented; however, technical rules of evidence shall not be applicable, and the CEO 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.

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 CEO may retire to closed session to review and consider the evidence.

The CEO shall render a written opinion within five (5) days after the hearing. If the CEO 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.

The CEO shall advise The Academy Board of the circumstances, the action taken, and the reasons for the action taken, with respect to each hearing.

Waiver of Conditions - By mutual agreement between the CDO and the student or his/her representative, time limits and other conditions of this procedure may be waived.

Right to Appeal - An appeal may be taken from the decision of the CEO to The Academy Board. Such appeal may be taken by filing a notice of appeal with The Academy Board within ten (10) business days of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later. The Academy Board may deny the request for appeal or grant the appeal request and review the matter for clear error or abuse of discretion. An appeal may be taken from the decision of The Academy Board to the State Board of Education.

Miscellaneous

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 and may also result in a referral to law enforcement.

When a pupil is expelled by a school/district for the remainder of the year, the parent/guardian is responsible for seeing that the compulsory school attendance statute is complied with during the period of expulsion from The Academy. A student or the student's parent/ guardian may request that The Academy provide educational services to the student who has been expelled. Appropriate educational services may be determined by The Academy.

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 or persons or student safety. Law enforcement will act according to agency guidelines regarding restraint or force when safety is at issue.

Crimes of Violence

When The Academy receives information that a petition or charges have been filed on a student regarding commission of an offense that would constitute a crime of violence, the student shall be suspended to investigate the circumstances surrounding the matter. The Academy Board designates the ED 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, or provide a negative example for other students, teachers, and other school personnel.

If the ED, makes a determination that the student should not be educated in the school, the ED may initiate suspension or expulsion proceedings. Alternatively, the ED 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.

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.

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.

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 reenrolling 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.

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.

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."

DISCIPLINE APPEAL PROCESS

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

Right to Appeal Suspension: Suspensions shall be served as assigned by an administrator. An appeal by a parent for the purpose of clearing a student's disciplinary record may be made in writing to the level principal ten (10) business days after the assignment of the suspension. The appeal for a review of a suspension by a student/parent will review whether:

1. The student committed the alleged infraction; and
2. Did The Academy staff follow applicable procedures?

In the event the response of the principal is not satisfactory to the student/parent, the parent may appeal in writing to the ED ten (10) business days after receiving the response from the school level principal. The ED shall respond to the parent within ten (10) business days. In the event the response of the ED is not satisfactory to the student/parent, the parent may appeal in writing to the Board of

Directors within ten (10) business days after receiving the response of the CEO. The Board of Directors shall respond to the Parent in a timely fashion. The decision of The Academy Board shall be final.

Right to Appeal Expulsion - An appeal may be taken from the decision of the CEO to The Academy Board. Such appeal may be taken by filing a notice of appeal with The Academy Board within ten (10) business days of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later. The Academy Board may deny the request for appeal or grant the appeal request and review the matter for clear error or abuse of discretion. An appeal may be taken from the decision of The Academy Board to the State Board of Education.

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 is not limited to: drugs, drug paraphernalia, alcoholic beverages, guns, knives, other weapons, incendiary devices, and dangerous instruments.
- Any material or item that 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 that supply grounds for suspecting that a search will lead to evidence that demonstrates a 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, which will be used as the basis of disciplinary actions, shall be included in the report.

The Academy utilizes random canine searches 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 that the school has made available for use by students for educational purposes. School officials have the right to inspect student 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 that 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:

- 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.



The Academy

2021 - 2022 SCHOOL YEAR CALENDAR

Check in: K-12 student Check in

On-line Check-in ~ Begins Monday, July 19

pay fees and receive your schedule

170

Jul-2021						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First Day of School for Students - See Specifics Below

- 8/18/2021 **FS** First Day of School - 7th (am), 9th (pm) AND new to The Academy. Elementary - only 3rd graders attend (am) soft start. K-2 and new elementary students start 8/19.
- 8/19/2021 **FA** First Day of School - ALL Students K-12
- 8/19 - 8/23/2021 All Kinder students 1/2 day

Jan-2022						
S	M	Tu	W	Th	F	S
						H
2	PD	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug-2021						
S	M	Tu	W	Th	F	S
1	2	NT	NT	NT	NT	7
8	I/W	10	11	12	13	14
15	16	17	FS	FA	20	21
22	23	24	25	26	27	28
29	30	31				

All Tuesdays Late Start Tuesdays - Staff Prof. Development

Holidays & Non-Student Days

- 9/6/2021 **H** Labor Day
- 10/7 - 10/8/2021 **H** Fall Break
- 10/29/2021 **PD** Professional Development
- 11/22-11/26/2021 **H** Thanksgiving Break
- 12/17/2021 **1/2 day school - All students**
- 12/20/21-1/3/22 **H** Winter Break
- 1/3/2022 **PD** Professional Development
- 1/17/2022 **H** Martin Luther King Day
- 2/17-2/18/2022 **H** Mid-Winter Break
- 2/21/2022 **H** Washington's Birthday
- 3/4/2022 **PD** Professional Development
- 3/21-3/25/2022 **H** Spring Break
- 4/22/2022 **H** Spring Day
- 5/26/2022 **LA** 1/2 day school - all students
- 5/27/2022 **I/W** Teacher Work Day
- 5/30/2022 **H** Memorial Day

Feb-2022						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	P	P	H	H	19
20	H	22	23	24	25	26
27	28					

Sep-2021						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mar-2022						
S	M	Tu	W	Th	F	S
		1	2	3	PD	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	H	H	H	H	26
27	28	29	30	31		

Oct-2021						
S	M	Tu	W	Th	F	S
					1	2
3	4	P	P	H	H	9
10	11	12	PSAT	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	PD	30
31						

Semesters

- 12/17/2021 **S1** Semester End - Grades K-12 (78.5 days)
- 5/26/2022 **S2** Semester End - Grades K-12 (91.5 days)

Last Day of School - End of Semester 2

- 5/19/2022 **LS** Seniors
- 5/25/2022 **L** Last day for Kindergarten - 1/2 day of school
- 5/25/2022 **L** Last day for 6th grade - Full day of school
- 5/26/2022 **LA** All other Students - 1/2 day

Apr-2022						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	SAT	13	14	15	16
17	18	19	20	21	H	23
24	25	26	27	28	29	30

Nov-2021						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	H	H	H	H	H	27
28	29	30				

Additional Dates to Note

- 8/3 - 8/6/2021 **NT** New Teachers ONLY
- 8/9/2021 **I/W** All Staff return
- 8/9-8/17/2021 Teacher Inservice
- 9/19/2021 5k Family Fun Run
- 9/21-9/24/2021 Outdoor Ed - 6th Grade
- TBD Homecoming
- 10/5-10/6/2021 **P** Parent-Teacher Conferences
- 10/13/2021 **PSAT** PSAT test for all grades 9th - 11th
- 10/28/2021 Harvest Fest
- 12/4/2021 Holiday Bazaar
- 2/4/2022 Valentine's Day Dance
- 2/15-2/16/2022 **P** Parent-Teacher Conferences
- 4/12/2022 **SAT** SAT test
- 4/22/2022 **H** Prom
- 5/7/2022 Spring Gala
- 5/2-5/13/2022 AP Testing

May-2022						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	LS	20	21
22	23	24	L	LA	I/W	28
29	H	31				

Dec-2021						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	S1	18
19	H	H	H	H	H	25
26	H	H	H	H	H	

Jun-2022						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

After School Program
Open August 19, 2021

After School Program
Closed May 25, 2022

Continuations & High School Graduation

- 5/6/2022 8th Grade Banquet
- 5/19/2022 Bridging Ceremony
- 5/21/2022 High School Graduation
- 5/25/2022 6th grade Continuation
- 5/25/2022 Kindergarten Continuation

First / Last Day of School Dates
 Non-Student Day

Approved: 2-Jul-21
Revised:

* Subject to Revision