

Family and Student Guidebook



Introduction

The Aspen Academy ("Aspen," or "the School") Student and Family Guidebook is published and distributed to members of the Aspen Academy community for the purpose of providing information on aspects of student and campus life, so that students may gain as much as possible from their experience at the school. Students, parents/guardians, faculty, administration and staff should all read and be familiar with the contents of the Guidebook, so each member of the community knows and understands our community expectations. While policies in this Guidebook will generally apply, the school reserves the right to take actions that it determines to be in the best interests of the school, its faculty and its students.

This Guidebook does not limit the authority of the school to alter, interpret and implement its rules, policies and procedures, before, during and after the school year. This Guidebook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Aspen Academy and any parent, guardian or student affiliated with or attending the school. Aspen Academy reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.

*Issue Date: December 6, 2024 | **Items in red denote significant changes or important updates that warrant attention.***

Vision

We are a national leader in innovative and transformative education.

Mission

We edify and inspire students, parents and educators to grow, learn and lead.

Core Values

Be Kind. Do Good. Work Hard. Make the World Better.

History of Aspen Academy

Aspen Academy was founded in 2005 by three women dedicated to the idea of providing an educational opportunity where what you know is equally as important as who you are. It was important to our founders that Aspen Academy become a place where when children left at the end of the day, they couldn't wait to come back in the morning. It was through [this vision](#), the generosity of a group of parents, will, and sheer grit, that Aspen Academy began in a 10'x12' office in downtown Littleton, Colorado.

School began on August 21, 2005, with 100 students in ECE through 4th Grade. Aspen Academy was located in a temporary space, rented for three years. By 2007, enrollment had exceeded the space's capacity, which prompted the purchase of a [larger facility](#). The current site for Aspen Academy was purchased and renovation began.

Now with 400+ students, Aspen Academy is among the fastest growing private schools in the state of Colorado. The scope and complexity of the academic programs in reading, language arts, mathematics, science, social studies, technology, and visual and performing arts, coupled with our demonstrated commitment to character and leadership have continued to evolve and expand over the years while staying true to the school's mission and vision to edify and inspire students and educators to grow, learn and lead. We strive to be a national leader in innovative and transformative education. The character and accomplishments of Aspen Academy graduates provide powerful testimony to the success of the School's programs.

Welcome from Founder & President

Dear Parents, Guardians and Students,

Welcome to Aspen Academy's 20th school year! I am honored to see the thriving learning community we've built since 2005 and eager to celebrate with each of you throughout the year ahead. As we prepare for a new 2024-2025 school year, Aspen Academy is committed to an exceptional experience grounded in research-based community expectations and education.

I am also pleased to share this *2024-2025 Student and Family Guidebook*, which provides important details about our school's policies, procedures and expectations for behavior. Families are encouraged to review this Guidebook together before completing and submitting the *Family Guidebook Acknowledgment*, which can be found in your online registration.

As you review this year's Guidebook, please note that Aspen Academy will be updating and reinforcing our dress code (details highlighted below); updating our cell phone, smartphone and smartwatch policies to limit their use during the academic day; and continuing to address inappropriate usage of social media for cyber-bullying. Our associate head of school, division directors, school psychologists, faculty and I are all confident that these policies will be beneficial to students and will make a positive impact on our learning environment. Thank you in advance for your support of this important change.

If you have any difficulty accessing MySchoolApp or completing the Student and Family Guidebook Acknowledgement, please contact Technology Support at technologysupport@aspenacademy.org or (303) 346-3500.

Best regards,

A handwritten signature in black ink, reading "Kristina Scala". The signature is fluid and cursive, with the first name "Kristina" and last name "Scala" clearly legible.

Kristina Scala
Founder & President

Important Contact Information

Aspen Academy
5859 S. University Blvd.
Greenwood Village, CO 80121
Main Fax (303) 379-7744

Attendance reporting: attendance@aspenacademy.org

Admission Office Ext. 125 Email: Kate Shaw	Community Engagement, Development & Alumni Ext. 105 Email: Debbie Cordero
Volunteering Ext. 104 Email: Lisa Shaoul	Associate Head of School Ext. 103 Email: Dana Kohls
Athletics Ext. 107 Email: Jack Assaf	Technology Support Ext. 160 Email: technologysupport@aspenacademy.org
Business Office Ext. 102 Email: Lynda Sailor	Lower School Director Ext. 112 Email: Lauren Platt
Communications Office Ext. 110 Email: Theresa Letman	Middle School Director Ext. 173 Email: Jennifer Gravlee
LiFE Director Ext. 1065 Email: Ben Sothmann	Program Director Ext. 107 Kelly Thatcher
Events Coordinator Ext. 1000 Email: Kirsten Benefield	Tuition Questions Ext. 106 Email: Nicole Witcher

Non-Discrimination Policy

The School admits qualified students of any race, color, national or ethnic origin, ancestry, sex, religion, disability, sexual orientation, gender identity or expression, or marital status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other status protected by applicable law in the administration of its educational, admissions, financial aid, athletic and other policies and programs.

To provide a positive and welcoming environment for all members of the community, certain guidelines for appropriate behavior need to be recognized and practiced by each member of the community. Discrimination or harassment, either verbal or physical, disregards the feelings of others and is demeaning. Any such behavior will not be tolerated.

Diversity, Equity and Inclusion

We are passionate about building and sustaining a diverse and inclusive working and learning environment. Diversity enriches our community and enhances intellectual and personal growth. We seek to provide a challenging experience for our students that prepares them for citizenship in the global community. By promoting and sustaining a diverse community, we strive to ensure that all individuals are valued and respected and that intellectual and personal growth is enriched because of our differences. Every member of our team enriches our community by exposing us to a broad range of ways to understand and engage with the world. We don't just accept difference — we celebrate it, we support it, and thrive because of it. Diversity and inclusion are core and are fundamentally important to the character and mission of Aspen Academy.

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Issue Date: September 24 2024
This document is subject to change. It is the parents' responsibility to remain aware of the regulations contained herein.
Items in red denote significant changes or important updates that warrant attention and review with your student(s).

Academic Program: Next Generation Education

Final Examinations, Tests, Quizzes and Assessments

Tests, quizzes, and other assessments will be given by classroom teachers at their discretion. All major assessments are announced to the students in advance. Teachers can elect to engage the students in “pop” quizzes. As a general rule, we strive to have no more than two major assessments scheduled for any one student in a day. Final examinations and student assessments will occur at the end of each semester. Attendance is critical. Early administration of exams is not available.

Homework

At Aspen Academy, we believe that children need time to develop their private uniqueness and self-reliance. We desire that students have ample time outside of school to pursue enrichment and athletic opportunities. That said, homework is a part of any effective academic landscape. The homework assigned will be meaningful and will serve the important purpose of extending the learning that goes on in the classroom to ensure academic benefits as well as development benefits. It helps students develop responsibility, time management skills, and independent problem-solving skills.

Teachers can choose not to assign homework on certain nights. Holidays such as Thanksgiving, winter break, and spring break are considered no-homework holidays. Additionally, the school may have No-Homework Nights so students can attend evening events without worrying about missing assignments.

Parent Involvement in Homework

Parents are expected to be present to support their children during homework assignments through second grade. They set the environment for learning, are near for support, and encourage students to work independently but seek assistance for clarification. Most homework is designed to practice skills already covered in class, and an adult's guidance is necessary for that practice to be effective and of high quality.

Parents can be most helpful in third through eighth grade in providing guidance for organizing time at home. Many projects are completed in class, but those which have “at home” components are to be done by students. If the practice of skills is needed, parents should feel quite comfortable in being a part of that practice.

Late Submission of Academic Work (5th–8th Grade)

Students must follow the guidelines below for consistency with late major assignments. In special cases, students can talk to their teachers about alternative options. If a student is absent, they will receive time to submit work after the deadline (often the same amount of time as the absence). The following guidelines may apply:

- Submitted one day after due date: 10% off the earned grade
- Submitted two days after due date: 20% off the earned grade
- Submitted three days after due date: 30% off the earned grade
- Submitted four days after due date: 40% off the earned grade
- All work submitted 5 days or more after the due date is 50% off the earned grade

Electronic Gradebook, Grading System, Progress Reports &

Anything assigned universally for the class will be posted on [MySchoolApp](#). Differentiating homework (providing different amounts, for different reasons, with different expectations) is common at Aspen Academy. Differentiation is useful not only for additional support but also for additional enrichment. As a result of this differentiation, not all work will be posted on [MySchoolApp](#).

Students and parents in Grades 3-4 are encouraged to monitor homework and classwork in [MySchoolApp](#) and with the use of the provided personal agenda. Students in Grades 5-8 are encouraged to monitor homework and assignments in [MySchoolApp](#). Parents are encouraged to review their students' [MySchoolApp](#) portal with them weekly to support student accountability and the development of strong time management skills.

Grades and Honors

Grading for Pre-K-Grade 2 will be reported as follows on Semester 1 and 2 Report Cards:

O: exceeds proficient understanding and application of skills

P: demonstrates consistent understanding and application of skills

E: demonstrates progress toward proficient understanding

I: incomplete

Grading for Grades 3-8 will be reported as follows:

A+: 100%	A: 94-99%	A-: 90-93%	
B+: 87-89%	B: 83-86%	B-: 80-82%	
C+: 77-79%	C: 73-76%	C-: 70-72%	
D+: 67-69%	D: 63-66%	D-: 60-62%	F: 0-59%

A student may receive an Incomplete (I) if there has been an extended excused medical leave. Such leave will require physician documentation. If a student receives an Incomplete, they will be allowed to complete the work equal to double the number of days missed. Should the student not complete this work satisfactorily at the end of the prescribed time, the student will receive the grade earned with missing work.

Academic Honors

Students are eligible for honors recognition. In addition, the Middle School National Honor Society may invite students who maintain high academic and personal character and leadership standards to apply for membership.

Honor	Semester Cumulative Grade
Head of School Honor Roll	95% or higher
Honor Roll	90% or higher

Report Cards

Full narrative report cards are issued at the end of Semester 1 and Semester 2.

Promotion Standards

School directors, with input from teachers, student support managers and the approval of the Associate Head of School, make the decision regarding a student's placement and readiness to move from one grade level to the next. At the school's sole discretion, a student must be physically, emotionally, socially, psychologically, and academically ready to move to the next level.

Academic Probation

Students earning a C- or below in two or more classes may be placed on academic probation. Academic probation may also apply if there are concerns about a student's ability or commitment to meet the school's academic requirements. Being on probation more than once puts a student's enrollment and potential re-enrollment at risk.

Standardized Testing

Middle School students (Grades 5-8) will take the SAT10 Standardized Assessment. Aspen Academy does not take the Colorado state standardized test.

School Rules

Building Access

Two key cards are provided to all new families at New Family Orientation. Students and families will enter and exit through the north doors on the west side of the building (Main Entrance). For security purposes, always carry your key card and do not allow access to the building to any person not carrying a key card. If a parent does not bring their key card to the building up to 3 times in a row, they will be automatically charged for a new card. Replacement cards are \$25 each.

Campus Use

The campus is available for use not directly related to the school's program if the organization can provide payment of the listed rental rates, supervision, and adequate insurance. Please contact the [Events Coordinator](#) for more details and to coordinate campus use.

Students and their families may not use school facilities after school hours, on weekends, or during holidays without faculty supervision or prior approval.

Dogs must be restrained by leashes at all times. To prevent potential accidents, they are not allowed in buildings or tied up in front of entrances.

General Conduct

Students are subject to school rules and standards whenever they are on campus for academics or extracurricular activities and when they attend any school-sponsored trip or activity, regardless of location. At all times, students are expected to respect School property, be considerate of others and conduct themselves within the Aspen Academy Core Values.

Failure to comply with any of the rules listed below will result in disciplinary action up to and including suspension and/or expulsion. Specific regulations are addressed under pertinent topic headings; other general rules designed to create a respectful atmosphere include the following:

- Students are not allowed in any buildings outside of regular hours on weekdays without faculty supervision.
- In the event that a student causes damage to school property or equipment, the student may be charged for the approximate cost of repair or replacement, as determined by the Business Office.
- Students are welcome to use hallways as learning and community spaces to socialize, do schoolwork, and meet with other students. Students should, thus, use these spaces, as well as all school spaces, mindfully and appropriately.
- Students agree to follow our Student Technology Use Agreement.

- Knives, firearms, and other weapons are not allowed on campus (**even replicas**).
- Drugs, alcohol and nicotine products are not permitted on campus.

Character and Leadership Development

Aspen Academy maintains high expectations for our students' behavior, and we espouse only one rule: Be Kind. It is amazing to see what happens to a school community when the bar is raised highly and proudly and trusts that each of the children will meet the standard that has been set. While this sounds simple, rest assured, it is enormously effective.

As adults of this school, parents, staff, and faculty are each responsible for modeling this rule for our children, their friends, and the other adults in the building. Please always be mindful of your important role and let your thoughts, words, and deeds reflect a commitment to kindness.

In conjunction with parents, we develop our students' character and leadership skills daily, and we emphasize:

- Your character is defined by what you do, not just by what you say or believe.
- Every choice you make helps define the kind of person you are choosing to be.
- Good character requires practice doing the right thing, always.
- What you do and say matters, and one person can make a big impact.
- The consequence of good character is that you become a better person, and it makes the world a better place.

Student Behavior

Aspen Academy is a Teaching with Love and Logic School. [Love and Logic](#) represent the best practices in developing children who possess a great sense of personal responsibility and sound judgment. The Love and Logic Methodology is steeped in genuine care, concern, and common sense. We believe that one of the primary skills we can help teach our students is how to be effective decision-makers and to understand the natural consequences that result from both good and bad decisions. We also believe that to build good citizenship, we must set the expectation that we are all accountable for what we think, say, and do. We teach our students that they are in charge of their behavior, and our actions back it up.

Honor Code

Academic integrity lies at the center of our commitment to core values at Aspen Academy. Learning is predicated on mutual trust and respect between teacher and student. We expect each student to take the responsibility for their learning by demonstrating their integrity in their work. We expect students to have the courage to ask for assistance, the curiosity to research their ideas, and, above all, to do their best in all of their work.

Every student is honor-bound to refrain from stealing, cheating, lying, vandalizing, or being disrespectful of others, and the consequences for breaking the honor code are:

- The student is suspended for a day and receives a failing grade on missed assignments. Students will receive and complete an extensive suspension assignment, which will include but not be limited to reflection essays, interviews, and research. The student *will not* be given make-up time for work assigned during suspension.
- More than a single violation will result in the consideration for expulsion.

Parenting With Love and Logic

It is mandatory that parents take part in at least one Parenting with Love and Logic Course held at the school or online. Please register here for a fall [Love & Logic Session](#). The principles of love and logic are as follows:

- Adults set firm limits in loving ways without anger, lectures, or threats.
- When a child causes a problem, the adult holds the child accountable for solving his/her problems in a way that does not create problems for others.
- Children are offered choices with limits.
- Adults use enforceable statements.
- Adults provide delayed/extended consequences.
- The adult's empathy is "locked in" before consequences are delivered.

Love and Logic At School

Intuitively, we all know that the most powerful teacher will observe the following principles in their classroom at Aspen Academy:

- I will treat you with respect so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do will depend on the special person and the special situation.
- If you feel something is unfair, whisper to me, "I'm not sure this is fair," and we'll talk.

Academic Honesty

Students must handle their academic work with care and integrity. Plagiarism, cheating, and other forms of academic dishonesty are considered significant violations of personal honor and integrity. Each case is assessed individually with the opportunity for learning in mind.

Cheating/Plagiarism/Lying

Cheating (using inappropriately the work or help of another on homework, or paper, test or examination), plagiarism (using the words or ideas of another without proper citation) and lying will not be tolerated. Classroom instructors will provide clarification about individual course policies with regard to collaboration between students on assignments.

Note:

- Discussing a problem and its solution with other students is permissible if done so with the explicit permission of the teacher
- Students should never lend a copy of their homework, a lab or a paper to another student.
- Using the words of another student or an author without proper citation is academically dishonest.
- Even if they have changed a few words, students are guilty of plagiarism if, without giving proper credit, they use specific ideas or material (including formats and methods of organization) not commonly known.

Attendance

School begins and attendance is taken at:

- 8:15 AM for 5th – 8th Grade Classes
- 8:20 AM for Pre-Kindergarten – 4th Grade Classes

Attendance at school on a daily basis is required. Frequent absences and tardiness seriously affect academic progress, disrupt the teaching environment, and place a significant burden on teachers and fellow students. While students may need to miss an occasional day due to illness or other unavoidable reasons, we need your help to ensure consistent class attendance. Should a child miss 10 days of school, the division principal will contact the parents to develop a solution that gets the student on track for consistent attendance. In situations involving consistent absence (15 days or more in a school year) the school reserves the right to deny class credit, grade-to-grade advancement, re-enrollment, or be subject to dismissal from Aspen Academy.

Families are discouraged from taking students out of school prior to or after a school break. Absences for vacations will be considered unexcused. For absences related to family trips not taken during scheduled vacations or special student off-campus opportunities (athletic competitions, choir trips, etc.), the student is solely responsible for catching up on missed work upon their return.

Absences

Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to school policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic before returning to school. In other words, students must have no fever, vomiting, etc., for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment.

If the child has a documented condition that makes them vomit they can stay at school unless they have another symptom of illness. A doctor's note stating the condition must be submitted to the health and safety office annually. If a child tells us that they vomited we must take them at their word and send them home for 24 hours from the reported incident or if they vomit at home then it would be 24 hours from that time. They may not return to the school before 24 hours have elapsed since their last vomiting episode.

Students who are absent in the morning because of illness are to remain home for the entire day unless the health and safety office approves their return. In the view of the school, students who are too ill to go to class in the morning are too ill to go to class for the remainder of the day, which includes all after-school activities.

Attendance is important, of course, to learning, and therefore, should a student's absences become so extensive that they raise questions about the student's ability to learn, a meeting will be arranged with the student, the student's family, and the Division Director to discuss the attendance situation

Parents are expected to email attendance@aspenacademy.org a note if a student is absent for any reason including but not limited to an illness or appointments. Students who become ill after arriving at school are expected to report to the front desk. Parents will be contacted for pick-up of their student.

It is the student's responsibility to find out what assignments have been missed because of the student's absence. These can typically be found on [MySchoolApp](#), Aspen Academy's Learning Management System. Teachers are generally available to assist students in making up missed class work, when possible, by helping to develop an appropriate plan to meet academic obligations. Students are expected to get missed work and complete work within the designated timeframe upon return from an absence.

It will be the student's responsibility to complete assignments and tests as agreed upon with each teacher. Parents may excuse students from school for the observation of religious holidays. While classes continue to meet, students will be provided with the equivalent number of days missed to prepare and make up assignments. Students must coordinate specific plans to complete assignments, quizzes or tests with their teachers.

Aspen Academy strongly encourages students to schedule dental and doctor appointments on half days, weekends, and after school dismissal.

Note: If a student is absent and not in school during the academic day, the student cannot attend or participate in a school event after school, such as an athletic practice or competition or afterschool enrichment courses.

Make-Up Work From Absences

Teachers are not able to reteach lessons missed during a student's absence because they need to ensure that the pace of the curriculum is maintained for the entire class.

Each grade level's [MySchoolApp](#) page, (the school's learning management system) is updated in full by Sunday of each week and then daily thereafter if a teacher needs to change an assignment. Parents and students can access [MySchoolApp](#) to find the assignments being completed in class or via homework. Students are encouraged to begin their work as soon as they are able. Students are responsible for completing assignments missed, meeting with their teachers to submit those assignments and to reschedule missed tests or quizzes. The student is provided with the number of school days absent to complete missed work or make-up tests/quizzes administered during their absence.

Test, quiz, or project due dates are not altered for students absent in advance of their scheduled date of absence.

Reporting an Absence

Parents or guardians must email attendance@aspenacademy.org by 8:20AM if they will be tardy or absent for any portion of the school day, including leaving school early.

Any absence, late arrival, or early dismissal (cut-off time of 3:00PM) not approved by a parent call will result in a meeting with the Division Director. It is the responsibility of the parents or guardians to contact the school regarding their student's absence, late arrival, or early dismissal. Please make every effort to schedule all doctor and dental appointments outside of class time.

Any student not well enough to attend all of their classes during the school day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening.

Vacation Absences

Aspen Academy recognizes the importance of family time and time away from school, and we plan the academic calendar accordingly. Students and families should make attendance a priority when school is in session, and we generally do not support any extension of vacations into school time. Aspen Academy is under no obligation to accept missing work or to reschedule assessments for students who have missed school due to an extended vacation. Families considering vacation plans that conflict with the school schedule are expected to contact the Division Director well in advance to discuss the appropriateness of the vacation plans in the context of the student's academic performance, established attendance record and the ability of the school to accommodate the absence.

Family Leave

Families returning to Aspen Academy after a leave of absence of a year or more must re-apply for admission. Re-admission is subject to space availability and the competitiveness of the applicant pool for the student's grade level. The strength of the student's academic and citizenship record, as well as their performance during their last year at Aspen Academy, will be considered. Please note that readmission is not guaranteed due to high enrollment levels and varying applicant pool competitiveness.

Tardiness

The school day begins between 8:15 a.m.-8:20 a.m. Students are expected to be on time for every class period. If students receive two or more tardies a week, a Director may reach out to parents. During inclement weather, students are not counted tardy, and there is no need on those days to notify the office about a delay.

Safety, Security and Emergency Preparedness Drills

Safety of our students and community is paramount at Aspen Academy. Currently, we use the [Standard Response Protocol](#) developed by local police and fire departments for use in the event of an emergency. There are systems in place in the event of an emergency on campus, and regular drills are conducted to make all those on campus aware of the procedures. Additionally, a School Resource Officer from Greenwood Village Police Department is on campus daily during the school year.

Generally, we will communicate with the Aspen Academy community via text message and email during an emergency or during emergency drills. You are required to keep the information current with the correct contact person(s) and telephone numbers. Updates can be made through the [MySchoolApp](#) online.

Identification of Children's Location

The children will be with their core teacher or essentials teacher for the duration of each school day. The teacher will take attendance at 8:15 AM for grades 5th-8th and 8:20 AM for grades pre-kindergarten to 4th each day. Each teacher will be responsible for managing the children's activities to be able to provide safe and purposeful supervision. Additionally, each time there is a transition of location; the teacher will perform a headcount together with a class to ensure that all children are present and accounted for.

When Extended Care students are transitioned to their Aftercare, a running attendance and check-in and out system will be in place to record the children's dismissal to their parent's care. Students involved in after-school extracurricular classes but who are not enrolled in the Extended Care Program must be supervised by their parents from the time school is dismissed until they leave the campus. Parents are responsible for picking up their children at dismissal time and taking them to an extracurricular activity.

If a child who is known to have reported to school, been in route to or from school, and now cannot be located, a search will be conducted throughout the school by the teacher and other adults in accordance with the procedure in the Aspen Academy Emergency Operation Plan. Other students will be asked if they know where the student may be. The police and the parents will be contacted immediately. The last person to have seen the child will furnish a physical description and clothing information to the Head of School (age, height, weight, color of hair, the color of eyes, the color of shirt, pants, etc.).

Teachers and students will advise the Head of School of any problems that are known regarding the student. The search will continue until the child is found.

Dress Code and Appearance

The purpose for the dress code stems from our collective aim of ensuring an atmosphere that supports high quality learning, community engagement, belongingness as well as supports safety and security. The dress code allows for clear identification of members of the school community and quickly highlight any potential intruders especially for first responders; minimizes peer pressure and eliminates material comparisons related to clothing; ensures equity across economic strands in our community; generally reduces school clothing costs for families; improves the appearance of the student population; and improve students' ability to focus in class and reinforces an academic atmosphere.

To maintain structures for students which will help their growth in maturity, personal responsibility and self-discipline, Aspen Academy's dress code policy creates a sense of pride and engagement in our community, invites equity between students in the ways they present themselves and provides students with clear expectations in support of positive and productive personal decorum. Appropriate dress and appearance reflects internal motivation, sensitivity to others and respect for oneself and the community - just as occurs in adult life. We support the idea that it's not one's clothes or material possessions that distinguishes an individual, but instead, it is one's mind, heart, and character that demonstrates the values of an individual.

For the 2024-2025 school year, the following will be consistently and emphatically enforced.

General Dress Code & Uniform Information

- Aspen Academy logo is required on all tops (shirts, sweaters, vests, and sweatshirts).
- Shorts and skirts must be mid-length, with a 5" inseam, avoiding exposure to underwear or rear end.**
- Pants, skirts and shorts ride at the natural waist. Use a belt if needed.
- Shorts and skirts cover the backside and modest shorts under skirts and dresses cover one's private parts.
- Shirts fully cover the chest and midriff and **do not have spaghetti straps.**
- Hats can be worn outside for sun and cold protection.
- Closed-toed shoes always. Athletic shoes for Fitness classes.
- Black pants or skirt and white shirt with logo is required for all performances and field trips.
- Sweatpants and basketball shorts (not included in our uniform catalog or through BSE store) are not approved uniform bottoms.**

1st occurrence: Students who are out of compliance with the dress code policy will wait in the front office while their parents are called to provide approved uniform clothing for the remainder of the day. Students are able to return back to class when they are in compliance with the uniform policy. Students are responsible for missed work while out of class due to noncompliance with the dress code policy.

2nd occurrence: Students who are out of compliance with the dress code policy will wait in the front office while their parents are called to provide approved uniform clothing for the remainder of the day. Students are able to return to class when they are in compliance with the uniform policy. Students are responsible for missed work while out of class due to noncompliance with the dress code policy. Parents and students will schedule a meeting with the division director to create a plan for future compliance with the uniform policy.

Clothing Item	Colors	Source
Short or Long Sleeve Collared Shirts, Turtlenecks, Mock Turtlenecks with embroidered Aspen Academy logo	White, Forest Green, Heather Gray Solid Color with school logo	Lands End landsend.com Aspen Academy Code: 9001-0439-9 Educational Outfitters 8170 S. University Blvd. Centennial, CO will be an alternate provider of uniforms. https://denver.educationaloutfitters.com/aspen-academy/
Dresses and Jumpers with embroidered Aspen Academy logo	Forest Green, Heather Gray	
Sweaters or Vests with embroidered Aspen Academy logo	Forest Green or Black	
Denim, Twill or Corduroy Pants, Sweatpants, Walking Shorts, Capris, Skorts, Skirts, or Jumpers (min 5" inseam; shorts and sweatpants must be purchased from the uniform catalog or through BSE store; Other brands (athletic, designer) are not approved.)	Khaki, Black, Gray	
Leggings, Modesty shorts (for under all skirts & dresses), Tights, Socks	White, Black, Gray	

REQUIRED: Performance and Field Trip Uniform	Black pants, skirt or skort and white shirt with logo	
Crew, Zippered and Hoodie Sweatshirts with Aspen Academy design	Variety	Bear's Student Store Online: ShopBSE.com or in-Store: Mon-Thu 3:15-4:00 PM AMP'd Fridays: 8:00-8:20 AM

Spirit Wear

Every Friday, students are invited to dress in fun, spirit wear tops (and the school-appropriate bottoms of their choice). Spirit wear purchases can be made at the student managed Bear's Store (Online: ShopBSE.com or In-Store: Mon-Thu 3:15-4:00 PM, 8:00-8:20 AM on AMP'd Fridays).

Bullying, Harassment and Intimidation

General policy

To promote a respectful environment, all Aspen Academy community members must adhere to behavior guidelines. Any form of inappropriate behavior or harassment, whether verbal, physical, or online, undermines the feelings of others and is degrading. Prohibited conduct includes unwelcome physical advances, unwarranted verbal remarks, improper online interactions, and derogatory or discriminatory statements.

Bullying

"Bullying" is "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intentionally intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student." Bullying or "cyberbullying" (the use of electronic means **or artificial intelligence** to bully) is prohibited by the school. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Social Media and Cyber-bullying

Based on the most actionable and current research, it is the professional recommended position of Aspen Academy that students prior to the age of 16 should not engage in social media usage on digital devices. Should your child have access to a cell phone or a digital device with social media prior to the age of 16, we suggest the following parent recommendations:

1. Learn how to use parental controls and content filters on all digital devices in your home.
2. Focus more on maximizing in-person activity and sleep than on total screen hours. Real world engagement during the ages of 6-13 will allow your child's brain to develop better self-control and less fragmented attention.
3. Provide clear structure to the day and the week.
4. Look for signs of problematic use.
5. Delay the opening of social media accounts until 16.
6. Talk about the risks with your child.

Cyber-bullying definition: the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. Aspen Academy also considers the use of artificial intelligence tools to coerce, intimidate or cause any physical, mental or emotional harm to another to constitute cyber-bullying.

Should your child experience cyberbullying, please utilize safe2tell.org to report any incidents immediately.

Conflict vs. Bullying

Student conflict can be a part of school and of growing up. At Aspen Academy, we want to help students who have a conflict with each other to identify the conflict, solve the conflict, and restore their relationship. This can take place in the classroom, with a teacher, with our Elevate division counselor, or with a Division Director. School is a time to learn how to appropriately deal with conflict.

Conflict vs. Bullying: What is the Difference?	
Conflict	Bullying
Disagreement or argument in which both sides express their views	Goal is to hurt, harm, or humiliate
Equal power between those involved	Personal bullying has more power* <i>*Power can mean the person bullying is older, bigger, stronger, or more popular</i>
Generally stop and change behavior when they realize it is hurting someone	Continue behavior when they realize it is hurting someone

Not all conflict is bullying. It is important to understand the difference so we can empower our students to learn how to get help, and we can work collaboratively to identify solutions.

Sexual Harassment

Sexual harassment is illegal and is defined, in part, as an unwelcome and unwanted sexual advance of a physical or verbal nature. Sexual harassment may include:

- Coerced sexual relations.
- Uninvited pressure for sexual activity—real or implied.
- Obscene, insensitive, stereotypical or suggestive remarks, including jokes, insults or verbal remarks of a sexual nature. This would encompass sexual comments about a person's clothing, body or behavior.
- Inappropriate touching in any form.
- Display of explicit, offensive or demeaning materials, including photographs.
- Leering at a person's body.

Racial/Ethnic Harassment

- Racial/ethnic harassment is any abuse—physical, written or verbal (including “humor”)—of an individual or group on the basis of race or ethnic heritage.
- Racial/ethnic harassment may include:
 - Demeaning graffiti.
 - Epithets based on race or ethnicity.
 - Racially/ethnically stereotyped remarks or “humor.”
 - Insensitive comments.
 - Hate speech.

What do you do if you feel you have been harassed?

1. Keep a record about when, where, how and by whom you feel you were mistreated.
2. Promptly contact the appropriate Director.

Response to Alleged Violations

Students who have engaged in **bullying or** harassment, in person or via technology or through any other means may be suspended from school, prohibited from attending all school-related activities or expelled from school. Retaliation against a student complaining of bullying or harassment is prohibited.

Every notification or report of bullying is investigated and there will be appropriate discipline imposed that is reasonably balanced with the pattern and severity of the bullying behavior and may include suspension, expulsion, or referral to law enforcement authorities.

The investigation may include an interview with the victim(s) of the bullying, the alleged bully, and witnesses. Other information necessary to determine the facts and the seriousness of the report will be collected. Parents will be notified as soon as practicable if their child is involved in a school investigation related to bullying or cyber-bullying. The investigation may include a threat assessment if there is a risk to self, others or the safety of the school. A threat assessment is not a tool for discipline or consequence, but rather to evaluate the student's needs and determine the appropriate level of support and interventions. This could require parent partnership in securing those supports and services.

The student's use of the network and Internet is a privilege, not a right. Violations of the Aspen Academy Student Responsible Technology and Internet Use Agreement and policies will be referred to the Director of Middle School, Director of Lower School, or the Associate Head of School. Consequences for agreement violations will be left to the discretion of the Director of Middle School, Director of Lower School, or the Associate Head of School. Violation of these policies could lead to the following consequences:

- Suspension or revocation of computing privileges and other technological privileges
- Suspension from school
- Expulsion from school
- Full restitution to Aspen Academy for resources consumed or damaged
- Legal action, including action to recover consequential damages
- Referral to law enforcement authorities

Safe2Tell

Safe2Tell offers a way for anyone to anonymously report risky or threatening behavior in students. Violent or drug/alcohol-related behaviors, bullying, **cyber-bullying**, harassment, and suicidal intentions are examples of what can be reported. Reports are sent to Safe2Tell and the Colorado State Patrol Communications Center, then relayed to the school and law enforcement. At Aspen Academy, reports go to counselors and the appropriate administrators first. Access the website at www.Safe2Tell.org or call (720) 508-6800 for more information. Remember that false reports can lead to disciplinary action as a violation of school rules.

Electronic Communications and Responsible Use Policy

Information technology use at Aspen Academy and by Aspen Academy community members is rapidly evolving and expanding. We ask that students and parents fully understand and commit to our [Student Responsible Use Agreement](#), meant to address the ways in which we use digital communications, social networks, and equipment in a general way. As in all areas of Aspen Academy community life, our one rule – 'Be Kind' – should always guide behavior and decisions as well as courtesy and common sense. In our changing digital world, it is very important to be always mindful of your online reputation and to take every precaution to safeguard it. This agreement is intended to help you develop the habits of good digital citizenship.

Limitation of Liability

Aspen Academy makes no guarantee that the functions or the services provided by or through the network will be error-free or without

defect. Though access to inappropriate material via the Aspen Academy network is actively discouraged and filtered, it is impossible to control access to a global network; therefore, Aspen Academy will not be held responsible for a student's misuse of access privileges or exposure to inappropriate material. The school will not be responsible for financial obligations arising through unauthorized use of the network. The parents of the student can be held financially responsible for any harm to the network as a result of intentional misuse, abuse, or negligence.

Cell Phone, Smartphone, Ear Bud, Smartwatch Policy

Aspen Academy promotes the positive health and well-being of our students. As a phone-free school, we are committed to a transformative education that ensures students are part of an engaged and connected educational community. Research shows that mobile phone access and use is associated with reduced educational performance, increased classroom disruption, disconnected community engagement, and unhealthy social relationships.

Personal cell phones have no need and therefore no place on campus during the school day. If students choose to bring their phones anyways, they will be placed in their homeroom teachers' phone locker upon arrival at school. They will take them out at the conclusion of their core classes and move them to their essentials teachers' lock boxes until dismissal time. The school day is defined as the time that a child arrives on campus to the time a child is dismissed for the day. No access to these items will be provided during class, passing times, lunch, or recesses. Additionally, students may not wear headphones or wireless earbuds during the academic day, except when connected to a laptop during supervised study halls in the Middle School.

1st occurrence violation: Confiscation of the device by school personnel and the opportunity to retrieve the device at the end of the school day, as well as notification of parents.

2nd occurrence violation: Confiscation of the device by school personnel and the opportunity to retrieve the device at the end of the school day, as well as scheduling a parent and student meeting with the division director. Student will not be allowed to utilize the locker system, and the cell phone, smart/watch will stay home for the remainder of the school year.

3rd occurrence violation: This will result in student suspension. Confiscation of the device by school personnel, and a follow-up parent and student meeting will be immediately scheduled with the division director. The student will not be allowed to utilize the locker system, and the cell phone, smart/watch will stay home for the remainder of the school year.

If you have an emergency message that is urgent to get to your child please call the office. The school will not be responsible for lost or stolen items.

Use of Alcohol, Drugs, Nicotine and Tobacco

Aspen Academy is a drug, alcohol and nicotine-product-free environment. Aspen Academy does not tolerate the use of drugs by its students—including consumption of marijuana, products containing nicotine, tobacco, THC (drinkables, edibles and vaporizers) or alcohol, or the abuse of over-the-counter or prescription medications. A student at school, transitioning between school-related functions, or at any school-related function is prohibited from providing, selling, using or possessing drugs, drug paraphernalia or alcohol, or in any way abusing over-the-counter or prescription medication, or being under the influence of drugs or alcohol. There is no exception from the prohibition of the possession or use of marijuana on the Aspen Academy campus or at any school-related function for medically prescribed marijuana. Students who appear to be high, drunk or otherwise under the influence of marijuana, THC, drugs or alcohol will be removed from class or an activity and their parents will be called to pick them up; and they may be required to obtain an immediate drug test (including but not limited to, blood, urine or hair test, at the school's discretion) from a licensed medical provider

within 24 hours of the inciting incident. The results of these tests must be sent from the medical provider directly to the school as soon as the results are available. School officials will call 911 should they deem the situation is medically urgent.

In the case alcohol consumption is suspected, the school may administer a breathalyzer test to the student at school or school functions. If off-campus drug or alcohol use draws attention to the school or results in legal action against the student, the school may take disciplinary action. The School may require the withdrawal of any student whose family's lack of supervision off-campus potentially compromises the safety of other Aspen Academy students.

If a student is found to be in violation of the school's drug, nicotine and alcohol policy, the student will be immediately suspended from the school until the disciplinary process is concluded. Parents and the student's Academic Director will be informed of the infraction.

Aspen Academy recognizes that drug, alcohol, nicotine and tobacco use by adolescents is a perennial concern that is generally most effectively addressed through the coordinated efforts of all community members: students, parents and faculty. The impact of drug, alcohol, nicotine and tobacco use reverberates through individual families and the wider school community, thereby requiring the attention and intervention of both school and family.

Students and families who seek help with questions or concerns about drug, alcohol, nicotine or tobacco use may request a confidential consultation with the counseling staff. School counselors can provide short-term counseling support on campus and facilitate referrals to medical and mental health professionals in the community.

Ultimately, the school's policy toward drug, alcohol and tobacco use is intended to:

- Promote trust and communication in dealing with drug, alcohol, nicotine and tobacco issues.
- Assist individuals experiencing difficulty with drug, alcohol, nicotine and tobacco use.
- Educate the school community about the effects of drug, alcohol, nicotine and tobacco issues.
- Protect community members from the effects of drug, alcohol, nicotine and tobacco use.
- Establish a drug-, alcohol-, nicotine- and tobacco-free school environment.
- Outline clear consequences for drug, alcohol, nicotine and tobacco use on campus and at school-sponsored events.

Parents' Role In Alcohol/Drug Prevention

Aspen Academy parents have responded positively to the following goals that speak to the issues of alcohol and drug use by our young people. Parents are concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parents as a guide for discussion and as a foundation for community agreement.

As parents, we will:

- Become informed about the facts of alcohol and drugs so that we can discuss these substances credibly with our children.
- Develop and communicate to our children a clear position about alcohol and drug use.
- Promote and encourage social activities without alcohol and drugs.
- Not serve alcohol to other people's children who are under the legal drinking age or allow underage people to bring alcohol or drugs into our homes.
- Support school and law enforcement policies regarding the use of alcohol and drugs by young people.

In addition we will:

- Take responsibility for our own children and be concerned for the welfare of the children of others.

- Set a responsible example for our children.
- Attempt to resist peer pressure and encourage our children to do likewise.
- Help our children develop healthy concepts of themselves and effective problem-solving, decision-making and communication skills.
- Not sponsor or condone activities our children or we are unable to control (such as parties with limited or no adult supervision).
- Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages to our young people.

Directors are available for discussions with parents and students on a variety of matters, including alcohol and drug-related issues. The School's counselors are available for consultation with parents and students on a variety of issues, including drugs and alcohol.

Smoking (Including E-Cigarettes and Vaping)

Students are prohibited from using or possessing tobacco, nicotine products or nicotine delivery systems (including e-cigarettes) while on the Aspen Academy campus or during any school-related activity.

Sexual Intimacy

Sexual behaviors in the school or at school-related events will not be tolerated. For students who would like to talk about the meaning of sexual intimacy in a relationship, or students who are in a situation where sexual activity has taken place and who want to discuss the situation, school counselors are available so that appropriate support may be given.

Inappropriate Items/Weapons

Aspen Academy prohibits firearms, imitation firearms, knives, tasers, or any dangerous weapons, ammunition, or fireworks on campus or during school-sponsored events, including off-campus trips or in school buses. **This includes toy replicas.** This policy applies to all individuals on campus, including students, faculty, staff, applicants, alumni, parents, and visitors, regardless of possessing a firearm permit. Law enforcement personnel are exempt. A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school.

Search and Seizure

School property is under the control of the school. A search of school property (including, but not limited to lockers) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. School authorities may also search a student's person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

Items From Home

Aspen Academy will not assume responsibility for loss or damage to any personal possessions children bring to school. Students should not bring expensive personal items or large sums of money to school. No weapons, real or toy, are allowed at school. Additionally, no

electronic devices outside of approved technology (Chromebooks, laptops, iPads, Activities, or Active Expressions) are to be used during school hours.

Discipline Guidelines

General

Discipline may be handled by faculty, counselors, Directors, Associate Head of School and Head of School. The Head of School or the Associate Head of School has the authority to review and modify disciplinary decisions, and they can exercise discretion independently, without input from division heads or faculty. While the school does not intend to monitor students in all off-campus activities, if the behavior at non-school functions or events attracts negative attention, violates school rules or policies, disrupts a student's educational experience, or results in a criminal investigation or legal action, the school may, at its discretion, impose disciplinary measures. This may include suspension or dismissal. The school may also suspend or dismiss students who fail to meet school requirements, pose a safety risk to others, or whose family's lack of supervision or cooperation compromises the safety or educational experience of Aspen Academy students, makes a positive and constructive relationship impracticable, prejudices the best interests of the school, or otherwise seriously interferes with the school's accomplishment of its educational purposes and mission.

In certain disciplinary cases, the school, at its discretion, may give students the option to withdraw instead of facing dismissal. Once the disciplinary process begins, withdrawal is typically not available.

Disciplinary measures for misconduct apply to all students as outlined below. Students present during misconduct may face consequences. Aspen Academy reserves the right to inform parents about any misconduct, whether minor or severe, at any point in the disciplinary process. Disciplinary actions may have implications for future school years; for instance, students with a disciplinary record cannot run for student leadership for a year following an incident.

We ask all families not to respond to or initiate media inquiries. Should families be contacted by the media, they should refer questions to [Aspen Academy's Director of Communications](#).

School-Sponsored Off-Campus Behavior

Behavior that takes place on- or off-campus may result in disciplinary sanctions up to and including expulsion from school, when such behavior was or is likely to be detrimental to the welfare or safety of other students, or of school personnel, including behavior that creates a threat of physical harm to the student or other students. Such misconduct may include but is not limited to, any of the behavior violations identified above.

In determining whether off-campus misconduct is or is likely to be detrimental to the welfare or safety of students or school personnel, the administrators shall consider, among other relevant factors: the extent to which other Aspen students were involved in or present during the off-campus misconduct; the proximity to school and the school day; and the known or predicted negative impact or affect the misconduct had or is likely to have on the school environment. The existence of criminal charges and/or a criminal adjudication in relation to off-campus behavior may also be considered in determining whether the misconduct warrants school sanctions.

Consequences

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain a complete focus on learning and growth. Inappropriate student behavior not only impacts the individual but also exacts a cost on the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers and expectations of the

community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

Disciplinary actions, depending on the nature of the action, may include but are not limited to: a warning (oral or written), parent notification, a written assignment, community work and restorations, suspension, or expulsion.

The school may consider the following factors in determining any disciplinary consequences:

- The student's age;
- The student's disciplinary history;
- The seriousness of the violation committed by the student;
- The threat posed to any student or staff; and
- The likelihood that a lesser intervention would properly address the violation

Probation

Probation for disciplinary reasons means that a student has been found to have committed a violation of school rules (lying, cheating, disruption of the educational process, etc.) and/or has been found to be in frequent violation of our Core Values. A student may be suspended or dismissed if another major infraction occurs. The school reserves the right to suspect or dismiss a student without putting them on probation first, in its sole and absolute discretion.

Suspension and Expulsion

Students who have engaged in a serious act of misconduct on campus or during a school-sponsored off-campus activity, in person or via technology or through any other means, as determined in the sole discretion of the Head of School or Associate Head of School, may be suspended from school, prohibited from attending all school-related activities or expelled from school. Such serious acts of misconduct may include, but are not limited to, the following:

- Distribution of drugs or alcohol on campus.
- Possession or use of alcohol, tobacco, nicotine or illegal drugs.
- Improper sexual conduct.
- Harassment of any kind.
- Threat or use of physical violence.
- Possession or use of fireworks, explosives, weapons or other dangerous materials.
- Reprehensible conduct tending to reflect serious discredit to the school.
- Willful destruction of property.
- Theft.
- Dishonesty.
- Bullying or malicious gossip.
- Repeated acts of unkindness or misconduct.
- Repeated classroom behavior that impedes other students' learning.

Students who are separated from the school for disciplinary reasons are prohibited from being on school grounds for a designated period of time as determined by the school. Students who are expelled from the school will be prohibited from being on school grounds and will not receive academic credit for the time after which they are expelled.

Reporting to High Schools

Some high schools ask applicants for information about their middle school disciplinary records, including probation and suspension. These high schools require students to be open and forthright in responding to such inquiries.

Should a high school inquire about a student's disciplinary history, the Director of Middle School and Admissions Office will respond and provide all appropriate information.

Similarly, faculty, administration, staff and students are required to respond honestly to any requests for information made by other schools at any time during and after the application process.

Daily Life at School

School Day Schedule

A student's schedule is posted on Blackbaud's [MySchoolApp](#) at the beginning of the school year.

School Meetings and Assemblies

Assemblies - for the entire school, middle school, or specific grades - are common at Aspen Academy. These provide opportunities to watch community members perform, and sometimes, we welcome visiting speakers and performers. Students must attend assembly promptly and behave as responsible and supportive audience members.

Aspen Morning Program (AMP'd)

Parents, please [mark your calendars](#) to attend this incredible bi-weekly, 30-minute student-led production. During each AMP'd (8:20 AM - 8:50 AM), we celebrate the unique talents and gifts of our students, highlighting major academic learnings, and showcase character and leadership. Parents are encouraged to attend and celebrate along with staff and students.

Arrive early to enjoy breakfast items and coffee from Bear's Café beginning at 8:00 AM on Fridays before AMP'd. Parents of Grade level performers are encouraged to stay after performances for conversations with the director and grade-level support team on relevant topics related to learning, leadership and social emotional growth for their students.

Announcements and Information

The school's website is a valuable information source for the community. It can be accessed at www.aspenacademy.org. Questions about the website should be directed to the school's [Director of Communications](#). Aspen Academy communicates with parents/guardians via the weekly newsletters, as well as emails from directors, counselors, faculty and other administrators as needed.

It is our desire at Aspen Academy to facilitate ongoing communication. Parents are encouraged to contact teachers or administrators if they would like to discuss an aspect of their experience at Aspen Academy or have a suggestion to make. Members of the teaching staff and the administration will always make themselves available to discuss your child's education. Aspen Academy communicates with parents and students through a variety of venues, including student agenda, newsletters, [MySchoolApp](#), AMP'd, Parent Workshops, Social Media, Town Halls, the Aspen Academy website, surveys, reviews, and emails.

Aspen Academy Email & Text Hibernation: We value taking care of ourselves and caring for others. As such, communications with our faculty and staff (emails, texts, etc.,) will be responded to between 7am and 5pm on weekdays only (and not over breaks and holidays). Please be mindful of the limited time teachers have without students during the school day to respond to email. Please consider using

“scheduled send” features in your email and text messages for your notes to arrive only during those times. Doing so models healthy behavior for our children, allows our teachers to rest and recover, and honors our norm of “mutual trust and respect forms the foundation of our relationships.”

Transportation

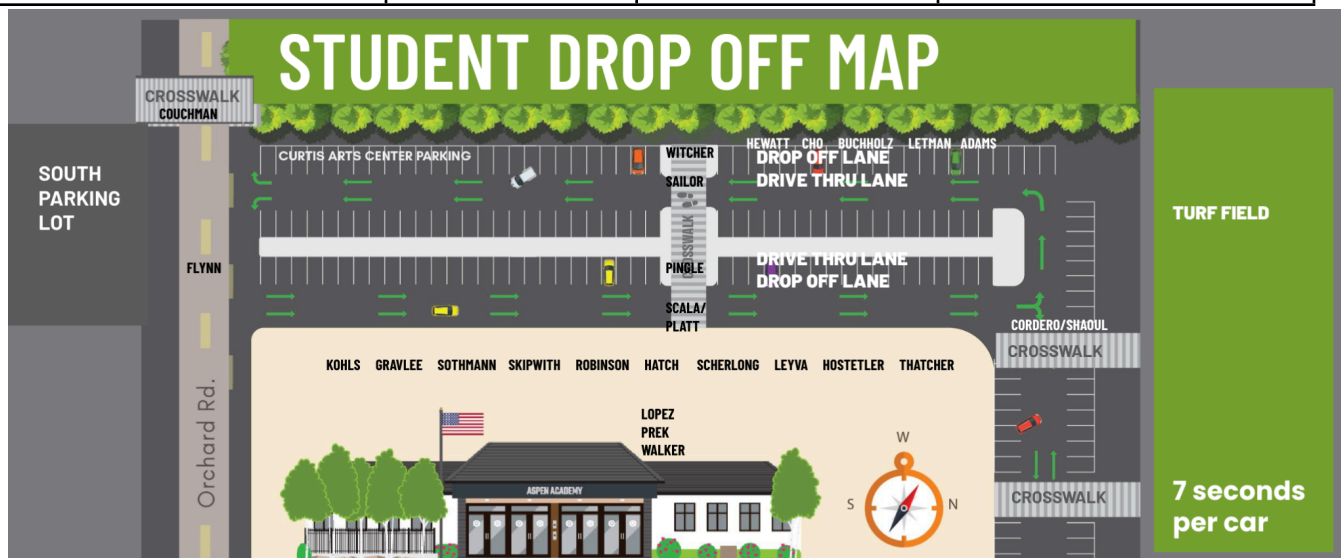
It is the responsibility of students and parents/guardians to ensure safe and timely transportation of students to and from school. Aspen Academy in no way assumes responsibility for transporting students to and from school.

Way To Go will distribute carpool opportunities to each family at the beginning of the school year. Because of limited parking, carpooling is highly encouraged.

Student Drop Off and Pick Up

STUDENT DROP OFF PROCEDURES

Grade	Arrival Time*	Arrival Location	Attendance Taken
Grades 5-8 (and younger siblings)	8:00-8:10 AM	Kiss-N-Go Drop-Off Lane	8:15 AM
Pre-K-4th	8:05-8:15 AM	Kiss-N-Go Drop-Off Lane	8:20 AM



Cars enter the drop-off lane directly from Orchard or University Boulevard (southbound only). If you enter via University, travel around the parking lot and merge with the drop-off lane by Curtis Park. Pull all the way forward to the first student drop-off station at crosswalk and have your children exit the car quickly. Multiple members of the administration team staff the student drop-off lane and manage the crosswalks.

By mandate of Greenwood Village City Council, students are to exit their parents’ car within seven seconds to keep traffic flowing and to prevent a backup on Orchard Road. Students are to have their coats on, backpacks, and lunch bags in their laps so that they can exit the car within seven seconds. It is recommended that children sit behind the passenger’s seat and have all belongings in the backseat for an easy and safe exit directly onto the sidewalk.

Parents, do not exit your car in the drop-off lane. When your children are safely on the sidewalk we ask that you proceed to the exit as directed by the staff. You will exit the drop-off lane to the north. From there, you may head east and towards the University Boulevard exit. This is a right turn only exit heading south on University; or, you may head west and then south along the other lane of parking and

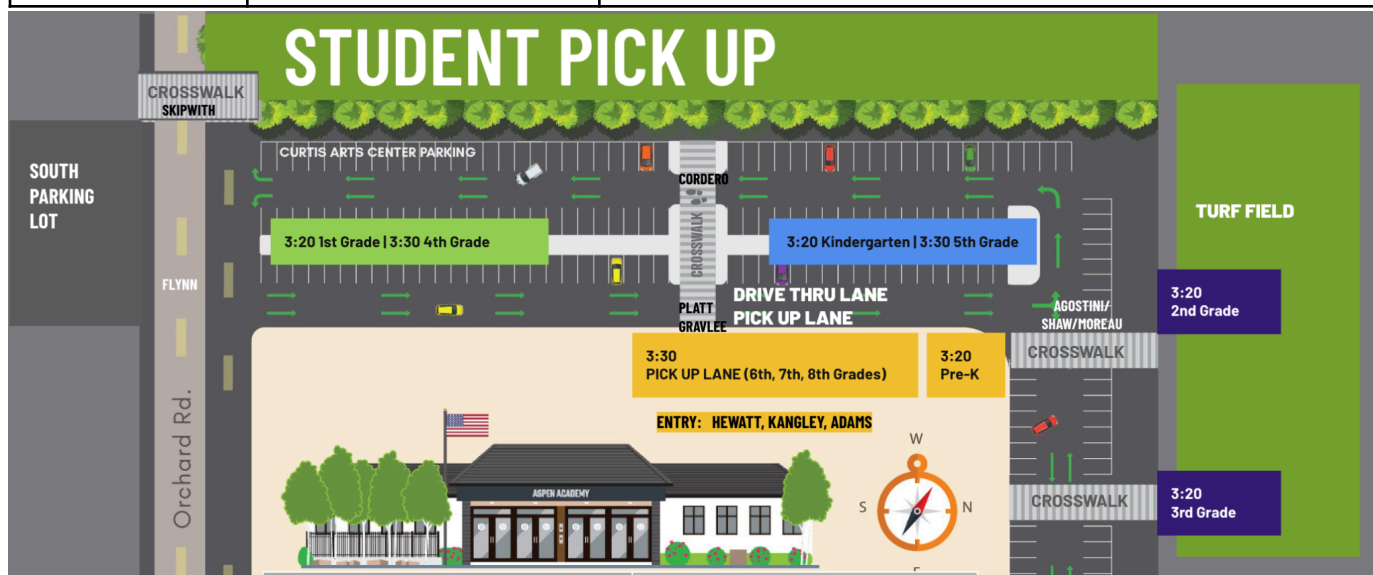
exit on Orchard Road.

Parents of Pre-K and Morning Extended Care students park and walk their children to the north door/entrance of the building. State law requires parents to sign their child into Procure.

We strongly discourage students from being dropped off before our stated drop-off times as there is no supervision or monitoring for location, safety, and activity. Parents who drop their students before arrival times assume all responsibility if any issues arise as a result and are doing so at their own risk.

STUDENT PICK UP PROCEDURES

Grade	Dismissal Pick Up Time*	Pick Up Location
Grades Pre-K-3rd (and older siblings)	3:20 PM (11:20 AM for Early Dismissal)	Parents arrive: 3:10-3:15 PM; Park in the north lot and meet students in the designated area on the map below. Older siblings will be with the youngest sibling.
Grades 4-8	3:30 PM (11:30 AM for Early Dismissal)	Parents arrive: 3:25-3:35 PM: Carline pickup For 4th-8th Grade pick-up, if you arrive early for your pick-up time, please wait in the South Lot to avoid jamming up the group before you.



**Our school liability insurance prohibits students from being in the building unsupervised by an adult. Students may not be dropped off before arrival times or remain in the building past pick up times unless they are participating in a school-organized extracurricular activity, extended care, or are accompanied by an adult until arrival time.*

If a student hasn't been picked up, they will be taken to Front Desk for supervision and Extended Care fees will be applied per the Late Child Pick Up policy below.

Park in our north or south parking lot. Review the map above for the area your child will be located in for pick up. Meet your child in that area. Older siblings will be with their youngest sibling that that grade-level pick up. Please display your parking sticker on the windshield of your vehicle (or on the vehicle of the designated person picking up your child).

Walking and bike riding home for folks who live near the school are encouraged. The Informed Consent and Release Agreement for Alternate Transportation must be on file at the front desk. By doing so you grant permission for the entire school year. We are not able to accommodate daily changes.

Parents must load students in the car and vacate the lot before the next pick-up time. Per Greenwood Village, cars may not park or form a line on Orchard or in the fire lane at any time.

Late Child Pick Up

School Day Pick Up: Students not picked up within 5 minutes after dismissal time will be taken to the Front Desk or Extended Care Program (if space allows) and will be assessed a \$1.00 per minute late fee charge. This is to ensure the teacher's need to be able to reserve after-school time for lesson planning, preparation, faculty meetings, and parent conferencing. Charges will be billed monthly and added to your tuition account.

Extended Care Pick Up: Charges of \$1.00 per minute will be assessed to parents who leave their child(ren) beyond the regular closing time or who are still in the building after 5:45 PM. Therefore, make sure you arrive at school in time to gather your children and their belongings in order to be out of the building by 5:45 PM. Charges will be billed monthly and added to your account. If you have an emergency please message Extended Care personnel through Procure to inform them of your situation.

Note: Should a child not be picked up at the expected time, attempts will be made to contact you and the child's emergency contacts. Aspen Academy is obliged by state law to contact the police department and social service authorities if we are not able to make contact with you or emergency pick-up contacts.

Alternative Transportation

We understand that many of our families have approved for their students for alternative transportation for their students after school, including taking RTD buses, walking or biking home. We want to remind all families that once your student leaves our campus, you are responsible for their safety and well-being, even if you are not with your student. This responsibility includes ensuring that students follow all traffic laws and rules of pedestrian safety as they cross busy intersections. Parents who approve of these alternative transportation methods voluntarily assume all risks in connection with these methods, which includes property damage, personal injury, mental anguish, emotional illness, and even death. Moreover, parents who approve of these alternative transportation methods waive any claims, demand, causes of action or damages by then or their students against Aspen Academy, its owners, directors, officers, trustees, employees or agents that may arise from alternative modes of transportation.

Furthermore, we would like to remind you that our students are ambassadors of Aspen Academy and are expected to behave consistently with our values (be kind, do good, work hard, make the world better), both on and off campus. We understand that the shopping center across the street may be a fun and exciting place for students to visit, and we expect them to treat others with respect, follow all rules of the shopping center, and represent themselves and Aspen Academy with pride.

Ridesharing services

The use of ridesharing services such as Uber, Lyft, taxis, etc., is highly discouraged because of the less vigorous background checks and safety monitoring. Any parent who uses such services voluntarily assumes all risks in connection with the use, and waives any claims, demands, causes of action, or damages against Aspen Academy, and is required to provide the school with a signed Informed Consent and Release Agreement regarding the use of ridesharing services. This form is found on the next two pages. If this option is a necessity for your family situation, please contact the Front Desk to complete the [Informed Consent and Release Agreement](#).

School Closings, Early Dismissals and Delays

Announcements of School closures and delays will be posted on Aspen Academy's website, communicated via the school's emergency notification system, (by text and email) and on local media. Please do not call members of the faculty or administration.

School may be closed or a delayed start due to inclement weather and/or safety reasons (e.g. power outage, water outage). It is important parents or authorized pick-up contacts pick up students as soon as possible for the safety of the children and staff.

School closures/delays due to weather are announced via the following:

- Parent alert via text and email
- Announcement on Channels 4, 7, 9
- School website and social media

When Aspen Academy announces that school is CANCELED:

- Both Morning care and Aftercare are canceled that day
- All programs, activities, and athletic events/practices are canceled for that day and evening.

When Aspen Academy announces a DELAYED START:

- We will begin school at the time designated on parent communications.
- Morning care will be canceled that morning.

When Aspen Academy announces an EARLY DISMISSAL, due to weather and/or safety reasons (e.g. power outage, water outage):

- Aspen sends a text alert and an email to families, through our parent alert system, when school schedule changes occur. Families are encouraged to keep their contact information in their Family Portal account updated. Parents and/or authorized pick-up contacts must pick up students as soon as possible for the safety of the children and staff.
- Extended care will be canceled for that day

How decisions are made about weather-related school closures:

Every effort will be made to avoid changes to our regular schedule. The decision to close school, delay the start of school, or release school early because of weather conditions and/or safety reasons (e.g. power outage, water outage) is based on one factor: the safety of all students and staff.

Aspen Academy makes every effort to announce delay and closure information as early as 5:00 AM. However, the process leading up to these decisions begins the night before. Operations and other personnel are out driving the roads in the district and consulting with various weather services as early as 2:00 AM. As much information as possible is gathered from the following agencies prior to making a decision:

- Private weather forecasting services
- Colorado Department of Transportation
- Local and state law enforcement agencies
- Transportation officials across the metro area

Unsafe road conditions due to snow and ice are certainly factors in deciding, but they are not the only ones. Temperature is also taken into consideration. Extreme temperatures are unsafe for everyone.

Parents always have the right and the responsibility to do what is best for their children. The option to keep children home when weather

conditions are extreme is always at the parents' discretion and the school understands and respects the decision.

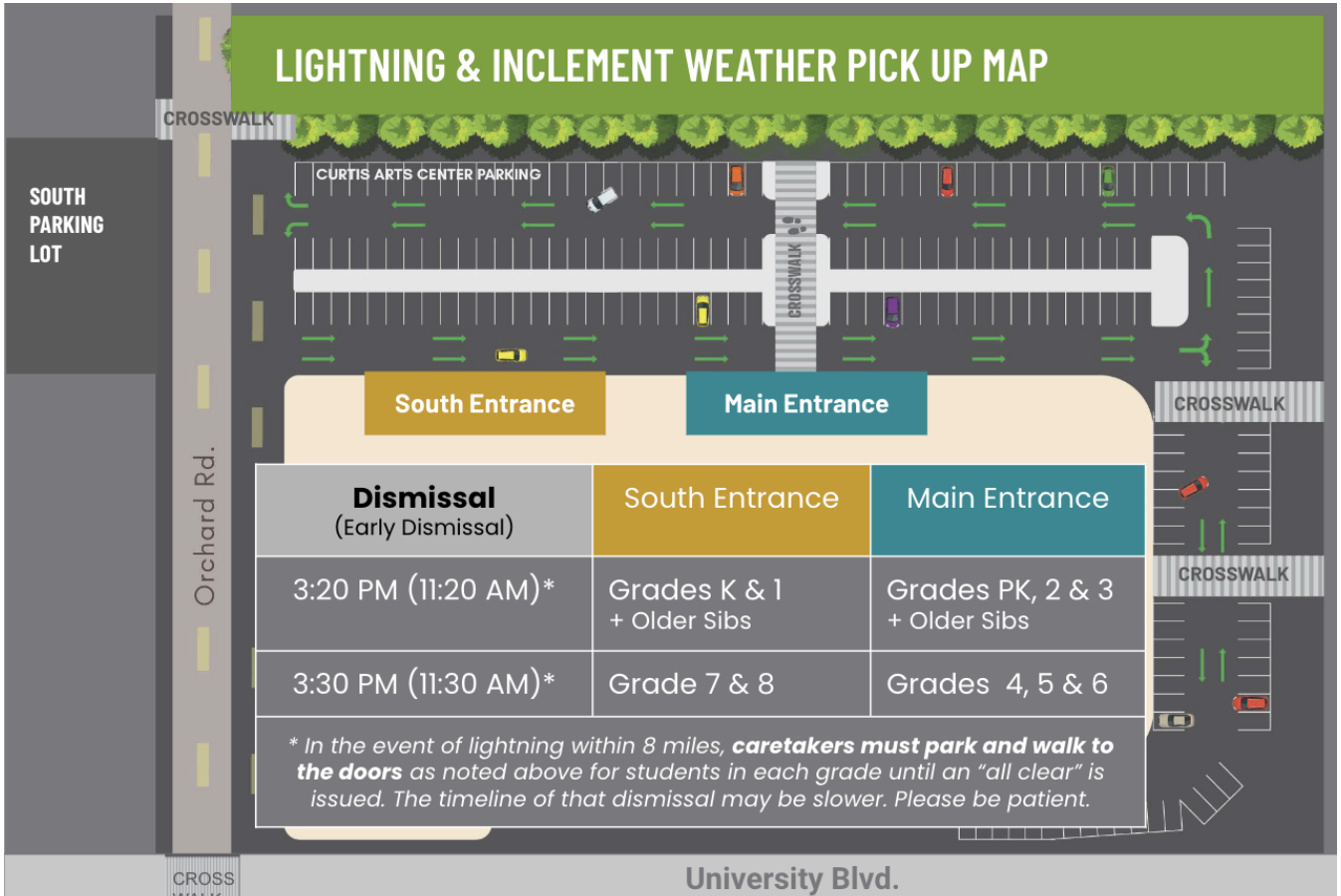
Parents are urged to make arrangements at the beginning of each school year and update authorized pick-ups in their [MySchoolApp](#) profile for their children in case of school closures and to plan for the rare situation when it is necessary to close the school because of a power failure or another circumstance. Children should know where to go if a parent will not be home and how to contact parents and guardians. Parent contact information, including work telephone numbers, should be kept up-to-date with the school. If you are instructed to pick up your student at a location other than their school due to school closure, you will be asked to present a photo ID before the student will be released.

Lightning and Inclement Weather Dismissal Delay

When lightning is within an 8-mile radius of our school, a delayed dismissal will be in place until lightning is no longer within an 8-mile radius for at least 30 minutes. This will be monitored by the app Weather Bug and our Severe Weather Radio. All students will remain indoors until we receive the "ALL CLEAR" notification. In the event of lightning within 8 miles, caretakers must park and walk to the doors as noted above for students (older students will be at the location with their youngest student) until an "all clear" is issued. The timeline of that dismissal may be slower. Please be patient.

Notification: Parents will be notified by email and text of the initiation of Lightning or Inclement Weather Dismissal as well as an "All Clear" notification once the storm has passed.

Please note where students of each grade (and their older siblings) will be dismissed from in this map:



Lightning & Inclement Weather Student Pick up

Parent/guardian pick up and other individuals with parent/guardian permission in your Family Portal must park in the north or south parking lot, come into the building and pick up their child(ren) during a Lightning or Inclement Weather Dismissal Delay. Parents who choose to leave the building before the "All Clear" notification during a lightning delay at their own risk.

Bus Riders and Walkers

The school will monitor the weather situation in accordance with the proximity from their building but cannot guarantee the lightning in relation to all students' final destination. Students will not be released until the "All Clear" has been received. Parents of walkers will be contacted to determine whether they'll give permission to walk home after the "All Clear" or whether they'd like to pick their students up.

After School Activities:

- Outdoor activities will be suspended and students and personnel will be moved indoors until the "ALL CLEAR" notification is received.
 - Students will be released at the normal sport/club release time if the weather threat is "All Clear"
 - If the weather threat is imminent, students will be released to parents when the parent has arrived to pick them up.
 - As games/contests are typically scheduled for 4:00 PM, they may still be held as the weather often moves quickly through our area. Any cancellations will be communicated through the coaches and Athletic Director.
- Indoor activities and Extended Care will operate as normal.

Power Outage

Aspen Academy may not be occupied for more than eight hours without electrical power. If power is lost at school, and it is too late to announce a closure, the school will be evacuated within eight hours, per the early dismissal procedures above.

Facilities/School Properties

Buildings and Grounds

In general, the School does not make its buildings and grounds available for the personal use of students or parents. On occasion, the school may rent a part of the facility for special events. Arrangements can be made through our [Events Coordinator](#). A formal request must be submitted. Any use of the campus not directly related to the school's program must be approved by the Events Team at least two weeks in advance.

Due to insurance requirements, students may not use school facilities after school hours, on weekends or during holidays without faculty supervision. Aspen Academy expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books, and technology.

Intentional actions to damage or harm school property will lead to a suspension and may lead to expulsion. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community restorations determined by the school.

Equipment

School-owned equipment is not available for personal use. Students are not allowed to use school office machines. Equipment issued to students for class work or sports activities is expected to be returned in reasonable condition. Students may be charged for lost or damaged school-owned equipment.

Meals and Snacks

Aspen Academy offers a robust hot meal program which can be [ordered online via our provider](#). Children who do not purchase lunch should bring a well-balanced lunch and healthy drink to school each day along with their utensils and napkin. Because of our commitment to our students' health, we specifically ask that soda or other high sugar content items not be included in lunches. No microwaves or refrigerators are available for student use. Families are discouraged from bringing in outside meals for students. Instead, students who may not have lunch can purchase onsite and parents will be billed accordingly.

Students are expected to bus their own dishes and to leave the dining space (tables, chairs and floor) clean. **No food or beverages are to be taken from the cafeteria back to class.**

All food will be consumed in designated outdoor eating spaces, the dining hall, or the café. Pre-Kindergarten and Kindergarten have a snack period each afternoon. Snack duty is rotated among the families.

The student-run BSE Café sells a wide array of snacks and drinks and is open to Aspen Academy students after school, on AMP'd Fridays, and at athletic events.

Nut Sensitive School

Aspen Academy is a nut-sensitive school. The school cannot guarantee that a student will never experience peanut allergy-related or other allergy-related events while at school, but we are committed to student safety, and therefore, ask that you NOT send any foods containing tree nut/peanut products. This includes peanuts, peanut butter, walnuts, peanut oils, pecan, almonds, pistachios, macadamias, etc. We will do our best to avoid serving foods with nuts, but cannot guarantee that products with nuts will never be present, nor can we monitor products served at School events, products brought for celebrations, or served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food.

General School Information

Accreditation

Aspen Academy is accredited by the Association of Colorado Independent Schools, which is recognized by the National Association of Independent Schools and the State of Colorado. It is also accredited as a "Top Scoring School" by AdvancED (now Cognia).

Governance

Aspen Academy is governed by the Board of Trustees who have strategic and long-term oversight of the school. Trustees are not involved in operations or the day-to-day activities of the school. Their responsibilities include:

- Review of mission and purpose.
- Selection, support, and evaluation of the President and Head of School.
- Ensure effective strategic planning and efficacy of programs.
- Monitor, and strengthen programs and services.
- Ensure adequate financial resources.
- Protect assets and provide proper financial oversight.
- Build a competent board.
- Ensure legal and ethical integrity.

- Enhance the organization's public standing.

Reception/Front Desk

Aspen Academy's reception desk is open during regular administrative hours. With the exception of attendees of public events and athletics games, all visitors should check in with the front desk staff upon arrival to campus.

Academic Conferences

Conferences are held twice per year and are important opportunities for faculty, students and parents/guardians to exchange information about student progress (please see the [school calendar](#) for dates).

Fall: Elevate Accommodation Plan Conferences

Accommodation Plan Conference Attendees:

- Elevate Team Member
- Possible Faculty Member
- Parents
- Student (when appropriate)

Conference Attendees:

Grades Pre-Kindergarten-4: Teacher and Parent. We request that only parents attend this conference to allow for full concentration during the conference period. Please arrange for care for your student during the conference.

Grades 5-8: Teacher, Parent, and Student.

October: Fall Conferences

The student Personal Information Profile (PIP) is emailed to parents the week prior to the fall conference date. It is requested that parents do not ask a teacher or administrator to schedule a conference prior to these scheduled conferences in October. Your child's teacher needs time to get to know him or her and their current abilities. The first month of school at Aspen Academy is completely devoted to building relationships, supporting student transitions and understanding a student's specific developmental, social emotional and academic strengths and areas of growth.

February: Spring Conferences

The second scheduled conference time is after the distribution of Semester 1 report cards and serves to check progress and growth in comparison to the Personal Information Profile (PIP) shared in the October conference.

Student Media Information

Parents understand that photographic and electronic images of their children may appear in school communications such as weekly newsletters, AMP'd performances, yearbook, the school's website and printed advertisements for the school, as well as on Aspen Academy-managed social media, including but not limited to the school's official Facebook pages and X, Instagram and LinkedIn accounts.

The School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength

of the entire program offered by the school, in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video or other reproductions), audio recordings of students' voices, video recordings of students and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the school magazine, marketing materials, the school website, newsletters and local/national newspapers. Aspen Academy adheres to the following general guidelines when using Student Media Information:

- Photographs or references to Student Media Information in traditional, printed and digital publications, such as our weekly newsletter, student business promotions, graduation social media posts, yearbook and school publications, may include the first and/or last names of students and community members. (Note that these publications may be published in paper and online, and may be referenced or excerpted in school social media.)
- Photographs or references to Student Media Information on the public portion of our website will not include last names without prior permission from a parent/guardian. (Note the exception regarding school publications.)
- The school will not post student names on social media, with the aforementioned exceptions, unless permission is granted by the student's parent/guardian.
- As part of the online registration process, parents are provided with an opportunity to opt out of the use of their child's Student Media Information.

Use of School Name and Logo

The use of the school's name ("Aspen Academy") or any likeness of the school's name (e.g., "Aspen" and the like) or logo to describe any event, outing, club, sports team, group or other activity ("Group") that parents or students may organize, lead or participate in, is unauthorized without the express prior written permission of the Communications Department. Aspen Academy also requires prior written permission to use the school's name or logo on social media accounts that represent formal or informal programs and clubs associated with the school.

If students or parents participate in any group or social media account that uses the school's name or name with likeness or resemblance to the school's name or logo that is parent-organized or led by others, including current and former school faculty, it should be understood that the group is not sponsored or endorsed by the school unless the Head of School issues written notice that the group has been recognized by the school. Any questions about whether a group is sponsored by the school should be directed to the Head of School.

Parent Directories

Aspen Academy parent directories, found on Blackbaud's [MySchoolApp](#), contain addresses, email addresses and telephone numbers of parents and students and are intended only for school use. Students and families are prohibited from sharing the directories with people or organizations outside the Aspen Academy community or from using the contact information for non-school purposes, unless the Head of School issues written notice.

A link to the [MySchoolApp](#) is accessible on computers, tablets and mobile devices. Aspen Academy families are responsible for updating and maintaining their contact information via a secure password. All changes in contact information should be entered by parents in their online profile by logging into [MySchoolApp](#).

Mailings, Invitations, Programs and Fliers

Mailings, invitations, programs, fliers and other materials that represent the school or advertise school-sponsored events are expected to be approved (in terms of format, content, timing and postage) by the [Director of Communications](#).

Student Solicitations

Aspen Academy is a generous community, full of students and families who offer their time and occasionally their money to support our school. On occasion, students will invite others in their grade, their division, or even the entire student body to join them in raising financial support for an outside organization.

- Individual solicitations through our student body must be approved by the appropriate Director. In other words, individual students cannot solicit funding from their classmates by using school communications systems, including email, assembly announcements or flyers, unless they receive written permission.
- Students should never encourage other students to ask their parents for money in conjunction with a fundraiser. Parents are already very supportive of the school.
- Students are not permitted to email their entire class or entire classes of students with messages of solicitation.

Religious and Cultural Observances

Aspen Academy acknowledges holidays and educates about their cultural significance via stories, plays and food. Holidays are not celebrated from a religious viewpoint, but students may present and share information about their traditions from a cultural competency and educational perspective. Given a diverse community with varying religions, recognizing every holiday with school breaks or "No Homework Nights" would be disruptive.

Multiple Households

For effective parent-school communication and student support, it's crucial that teachers and administrators are aware of students in shared custody arrangements. Please inform the school about primary caregivers, emergency contact details, and any special co-parenting plans. If there are court-ordered visitation guidelines or other arrangements, keep the school informed to avoid unnecessary calls for clarification. Aspen encourages multiple-household families to work together as closely as possible regarding their student(s) and their interactions with the school community. Unless stated otherwise, report cards and school communications will be sent to all listed parents or guardians with current contact information. Additionally, information about a student will typically be shared openly and consistently with both families, and there will typically not be separate family-teacher conferences or special meetings for separate households. Although Aspen values the important people in a student's life, the school communicates formally only with legal guardians, and it is their responsibility to communicate information to other interested parties.

Background Checks

Individuals to be employed by the school, volunteer coaches and extracurricular vendors must undergo a criminal history background check to confirm that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division or the Colorado Bureau of Investigation which would disqualify that individual from being employed or utilized in such capacity or position. School chaperones undergo a basic background check. School visitors are run through a basic sex offender database to issue visitor badges.

Sexual Orientation and Gender Expression

Aspen Academy is committed to providing the welcoming, safe and supportive environment that all students need to succeed academically, athletically, artistically and socially. To that end, the school will not tolerate harassment or bullying of any kind—either face-to-face or in cyberspace. Consistent with our commitment, Aspen Academy will work closely with transgender and gender non-conforming students and their families to respect the student's gender identity in the use of school facilities, participation in

athletics, school activities and trips, accuracy of student records, use of preferred name and pronouns and privacy, to the extent that the school's campus facilities reasonably permit while following the applicable law and the guidelines set forth by ACIS, NAIS and CHSAA.

Visitors

Because Aspen Academy is a close-knit community, it is not considered an "open campus." While friends and families are generally welcome, classroom and campus visits are expected to be arranged in advance with the school staff, and visitors must check in at the Front Desk and wear a tag with their name and picture while in the building.

Animals on Campus

Dogs must be restrained by leashes at all times; they are not allowed in buildings or tied up by the front entrance. Dogs are not allowed in the school building on school days unless they are certified (or working on certification) as support dogs or otherwise associated with service learning. In that case, we ask that we have the certificate on file and that the dog's vaccinations be up to date with a record of that information. Teachers also need to approve the request, and there can be no dog allergies in the classroom. Horseback riding is restricted to established roads. Other small pets are at the discretion of the teacher as long as there are no allergies in the classroom.

Bicycle Riding, Skateboards, Scooters, and Rollerblades

Bikes must be parked in the designated area: racks are north of the main entrance. Riding during the school day is prohibited. Students should ride responsibly on campus and avoid cycling on the lawn. Wheeled or motorized vehicles including skateboards, rollerblades or hoverboards should not be used on sidewalks or in pedestrian areas.

Parking and Carpool

For safety and compliance with fire laws and safety protocols, park only in designated parking spots and avoid grass areas. Be mindful of school neighbors and drive slowly around campus and the surrounding neighborhood. Please park only in Aspen Academy's parking lots. Do not park in the spots that are reserved for Curtis Arts Center. Per Greenwood Village, parking is not allowed on any neighboring main or side streets. Refrain from using phones while driving on campus. Carpooling is highly recommended due to limited parking. Way To Go will provide carpool options to families at the school year's start.

Parking on school property is a courtesy extended to volunteers and others by Aspen Academy. Aspen Academy shall assume no responsibility for damage to cars or theft of vehicles or articles from vehicles. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations.

Parking on the south lot is permitted; however, per Greenwood Village, please ensure that you cross in the designated pedestrian walkway.

Student Records and Transcripts

Current students' records are kept on file at the school electronically. Current records contain: report card(s) or transcript; admission application; immunization record(s), discipline records and test scores. Upon withdrawal or graduation, students' records are archived electronically at the school and contain the following: Final transcript, which includes courses taken and grades received; testing

records. Each graduating class file contains electronically the following information: Final 8th grade report card and 8th grade academic testing as well as any accommodation plans the student received while at Aspen Academy. Alumni should request their final Aspen Academy transcript by emailing our registrar.

The Business Office maintains financial records for each student. Questions regarding student accounts and other financial matters should be directed to the Controller.

Students' grades, comments, transcripts or diplomas may not be released until accounts are paid in full. Students whose accounts are in arrears may not be allowed to attend school.

Lost and Found

Please be sure to mark all students' clothes with the student's name in indelible ink or with sewn-on labels. Volunteers and our Front Desk Staff will attempt to reunite lost items with their owners. Any unclaimed or non-descript items will be donated on the 1st and 3rd Friday of each month.

Gift Giving

The Aspen Academy Parent Civic Organization (PCO) budgets for an annual appreciation gift for all faculty and staff. Parents and students who wish to acknowledge teachers in addition to this gift are encouraged to write a personal note or make a card.

To avoid even the appearance of impropriety, employees may not accept personal payments, cash, favors, loans, meals, lodging, transportation or services valued at more than \$250 from the school's contractors, suppliers, vendors, students and/or students' family members, or anyone else associated with the school. This does not include reasonable and reciprocal entertainment—for example, tickets to sporting events—that is consistent with social and business customs.

Gift giving among students at school can lead both to awkwardness and hurt feelings. We discourage students from exchanging gifts at school, and if students choose to do so, it should be done as privately as is possible.

Flag Policy

The official flag of the United States and Colorado are the only authorized flags to be displayed on the Aspen Academy campus.

Guest Speaker Protocol

We're grateful for opportunities to celebrate programs and guest speakers that are congruent with our curricula and major initiatives. One month notice is requested for assembly and guest speaker submissions so we can ensure the following criteria is met:

- Is the program/guest speaker congruent with the curriculum and learning objectives?
- Does the program/guest speaker reinforce our commitment to DEI?
- Does the program/guest speaker support a major initiative?

Some events may be required to submit an [event checklist](#) to ensure appropriate parties are included in planning and organization (space reservations).

Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the school. These plans are available and accessible to

the public at the school's Physical Plant Office.

Co- and Extracurricular Activities

Student Civic Organization (SCO)

Aspen's Student Civic Organization (SCO) is composed of students in grades 5-6 that focus on three key areas: representing and advocating for Aspen's student body, organizing school wide events and promoting school spirit, and participating in community outreach and service.

Essentials, Clubs, Activities and Electives

Aspen Academy encourages students to participate in extracurricular activities. The Essentials Program provides students the opportunity to explore areas of interest not otherwise available. These multi-age offerings are, by design, creative and content-rich, encouraging investigative and experiential learning. In contrast to extracurricular offerings, these courses are fundamentally instructional in nature. This program is designed to uphold and further develop Aspen Academy's Core Values. Various offerings will be available to students, they select eight quarter long courses per school year.

Specific offerings vary year-to-year. All Middle School students make Essential choices in May for the following year and December for Semester 2. Note that students rank order their choices, and not all students receive their first choice.

As with any school-sponsored activity, it is expected that extracurricular clubs and organizations will follow school rules.

Special Events

School-Approved Social Events

School-approved social functions have the approval and support of the student assembly and Director of Middle School. For school-approved social functions, the school provides chaperones and school rules apply.

Please note: If behavior off campus in non-school functions or activities draws negative attention to the school or results in a criminal investigation or legal action against the student, the school may take disciplinary action up to and including suspension, dismissal or expulsion.

Dances

There are usually two dances sponsored by the Parent Civic Organization each school year: one for Lower School (grades 2-4) and one for Middle School. These dances are restricted to members of Aspen Academy's Middle School community.

The following rules apply for Lower School-sponsored dances:

- A parent or guardian is required to attend the event with their student
- Parents are responsible for supervision of their students at all times
- Siblings, who are not a student in grades 2-4 are not permitted at the event
- Faculty representatives will be present at the dance as well

The following rules apply for Middle School-sponsored dances:

- Once they arrive at a dance, students must stay in the designated area.

- Faculty representatives will be present at the dance and will be in charge at all times.
- Students may not leave the dance before it is over unless accompanied by their parent/guardian or other authorized person.
- Students may not leave a dance early and then return.

School Trips

School-Sponsored trips

Field trips will be scheduled regularly for Kindergarten through eighth-grade classes to support, enrich and extend student learning. Parental permission must be provided prior to the field trip and is completed during the registration process.

- Students must arrive at school at the designated time and in their field trip uniform (black pants, white uniform shirt). Students who are late or who do not wear their field trip uniform may not be permitted to attend the field trip.
- Due to legal and insurance requirements, students must depart from and return to the school for all field trips with the collective grade level class to attend the academic field trip.
- Any misconduct on a student's part will result in a loss of current and/or future field trip privileges, including Adventure Week.
- No students shall be transported in an unauthorized vehicle. The school is responsible only for students who travel in authorized vehicles going to and from school-approved events. Typically, the school will contract the services of a charter bus company for transportation.

Aspen Academy cannot be held responsible for events beyond its control, such as Acts of God, war, terrorist activities, incidents of politically motivated violence, an outbreak of illness and/or quarantine, strikes, or government restrictions. We reserve the right to cancel any field trip for any reason. Aspen Academy cannot be held responsible for the loss of personal property, including money, and is not responsible for locating the lost property.

The school follows the [US State Department](#) and the [Centers for Disease Control and Prevention](#) regarding possible dangers at international destinations, as well as travel advisory recommendations.

Aspen Academy cannot be held responsible for personal injury, property damage, or loss of earnings from any event whatsoever caused by hotels, railways, airlines, and all sub-contracted services. Participants indemnify, defend and hold harmless Aspen Academy and its officers, directors, partners, agents, members, and employees from and against all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees, except to the extent and percentage attributable to Aspen Academy's negligence or wrongful action.

Overnight Field Trips

On overnight field trips, students and employees will be assigned to same sex rooms based on their assigned gender at birth. Should parents of a child choose not to be assigned to a room based on their assigned gender at birth, they may secure an individual room at their expense.

Athletics

Aspen Academy's athletics program promotes individual health, interscholastic competition, and well-rounded development, emphasizing commitment, responsibility, sportsmanship, teamwork, and leadership. Students can choose from a range of programs for a positive experience and enhanced relationships. Please see the "Athletics" section of our Essentials Course selections for a detailed description of Aspen Academy's athletics offerings.

Sportsmanship

Athletics foster well-rounded students and leaders, inspiring good sportsmanship through integrity, fairness, and respect. Healthy competition thrives, fueled by dignified conduct, rule adherence, appreciation of foes, and a teachable attitude. Encouraging knowledge and personal responsibility, the goals of sportsmanship include promoting positive learning experiences and educating others on sports' value.

- The school also encourages parents/guardians to act in a sportsmanlike manner. As such, the school hopes they will:
- Recognize that athletics contribute to education and offer benefits beyond game scores.
- Encourage students to strive for excellence, understanding that varying performances will occur.
- Foster positive cheering for our athletes and discourage distractions. Learn, understand, and respect game rules, officials, and their decisions.
- Support coaches as educators and respect opponents as fellow students.
- Acknowledge that victory is not guaranteed in sports or life, and embrace the learning process.

Sports Clothing and Equipment

Each sport at Aspen Academy has unique equipment requirements including type of shoes, mouthpieces and other items that are sport specific. Some sports might have individual items that families need to purchase. Uniform articles provided by Aspen Academy are school property and must be returned at the end of each playing season. Students are financially responsible for lost items and should contact the Athletic Director for replacement costs and payment. If a lost item is found and returned, the student will be reimbursed. Students are responsible for the additional cost of a replacement item.

Head Injury/Concussion Policy

Aspen Academy has created a concussion protocol based on [The Concussion Program at Children's Hospital Colorado's "The Concussion Comeback Plan"](#). Students are required to have approval from a physician before they may resume athletic activities after being diagnosed with a concussion.

Student Health Services and Policies

Student Illness

Children who have a contagious disease or fever, or who have been exposed to a contagious disease, may not attend Aspen Academy. If a child becomes sick while at Aspen Academy, the parent will be called. The child will be sent home if any of the following symptoms are present:

- A fever of 100 degrees or higher
- Contagious skin or eye infection (e.g. head lice, scabies, chicken pox, ringworm)
- Diarrhea three times in two hours
- Any vomiting unless student has provided documentation from a medical professional of a medical condition
- Profuse bodily discharge of any kind

If your child develops any of the above signs of illness, we will isolate him or her and ask you to come within the hour to take him/her home. The child is to remain out of school for at least a full 24 hours fever/symptom-free without medication after this pick-up. In the case of head lice or scabies, per health department policy: children and staff may stay at school until the end of the day, but cannot return until after they have had the first treatment.

Medications at School

Aspen Academy is compliant with Section 12-38-132, CRS of the Nurse Practice Act. Procedures for the administration of medication to students at Aspen Academy are as follows:

- Written permission must be provided by the child's parent/guardian and physician for each prescription medication that is to be administered by Aspen Academy.
- All medications must be signed in daily on Aspen Academy's medication administration/sign-in form and stored in a locked area inaccessible to children.
- Medications that require refrigeration will be refrigerated.
- Medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and pharmacy name.
- Any medication that has expired cannot be administered.

The Authorization to Administer Medication Form is available on the School Doc portal. It must be completed with a physician's signature for any medication that is to be administered by Aspen Academy. This form must be submitted annually. A designated staff member of Aspen Academy will administer medication. The administration of medication will be recorded on Aspen Academy's medication form.

Per state law, school personnel may not administer over-the-counter medication unless authorized by a physician only if necessary to prevent seizures or other complications due to sudden onset of fever or to prevent a severe allergic reaction (i.e., Benadryl). Parents may come to Aspen Academy to administer over-the-counter medication to their children. Medication is not allowed in backpacks, cubbies, lockers, etc. (examples: inhalers, cough drops, Tylenol, etc.) unless a "self-carry" designation has been approved. Any unused portions will be returned to the parent.

For Students With Severe Allergies: If a child requires medication for life-threatening conditions such as severe allergic reactions, the prescription can be kept at Aspen Academy and administered when necessary for as long as the child is enrolled if the child's parent and physician have completed a Severe Allergy Treatment Form. The Severe Allergy Form is available on the Aspen Family Portal. It must be submitted annually.

In the case of a medical emergency, it is crucial that school personnel be aware of a student's current medication history. It is the family's responsibility to keep the school notified of such information by providing accurate information on the school's medical history forms and through communication with the school nurse, especially when changes in medication are made.

Health Records and Immunizations

In the event of an emergency, Aspen Academy must have accurate medical forms on file, reflecting each student's health. Those forms need to be uploaded during online registration or returned to the school office within the first two weeks of your child's enrollment or the student will not be permitted to attend classes or participate in any school activities.

Aspen Academy health policies are subject to change. If Colorado and/or local guidelines or mandates change, or if our Medical Advisory committee recommends we modify our approach, our policies will change as well. Students should stay at home when they feel unwell. It is critically important for the overall health of our community that individuals who are sick in any way not come to campus.

Immunization

In accordance with Colorado law, Aspen Academy requires all students to provide proof of up-to-date immunizations before attending school. Proof of immunization should be recorded on a Certificate of Immunization form and signed by a medical professional.

A student with a qualified religious, personal belief and/or medical exemption must provide the school with an [Immunization Exemption Certification](#), pursuant to state law.

Students who do not provide either proof of up-to-date immunizations or an Immunization Exemption Certificate will not be permitted to attend classes or participate in any school activities.

Students who are exempt from the state's immunization requirements may be prohibited from attending classes and/or school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded for this reason will not be permitted to return until:

1. The danger of the outbreak has passed.
2. The student becomes ill with the disease and completely recovers.
3. The student is immunized.

In determining whether there is an outbreak of a vaccine-preventable disease, the school may consult with appropriate medical professionals and/or the Colorado Department of Public Health and Environment (CDPHE).

Communicable Illness

The school reserves the right to exclude students with a communicable illness or exposure to an infected person if it is deemed necessary for the well-being of the student and others. The school may consult with medical professionals or the Colorado Department of Health when making this decision. Aspen Academy will comply with all applicable requirements of law relating to notification.

Privacy

Parents/legal guardians are required to provide the school with immunization information to comply with state immunization laws. The School is committed to protecting the privacy of students and their families by treating all such medical information confidentially and restricting the use of, and access to, this information for medical management only, in accordance with applicable law.

Health & Safety Communications Regarding Communicable Illnesses

If and when appropriate, the school will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. Of course, the school encourages all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues. Students are asked to bring their own water bottles to campus each day and make use of the touchless water bottle refill stations available on campus.

Medical Leave

A student may take a medical leave in the case of serious illness, bodily injury or mental health condition, as determined by objective medical evaluation. A student's family may request such a leave at the recommendation of medical professionals. Additionally, if, in the school's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the school's resources, the school may recommend that the student be evaluated and subsequently placed on a medical leave. Discussion of a leave of absence—with a division director, the school counselor, parents, and student, if appropriate—should begin under the following circumstances:

- When mental health or physical symptoms are preventing a student from functioning academically.
- When a physical or mental health condition is seriously interfering with a student's attendance at school.
- When a student behaves in ways that can be considered self-destructive or dangerous to others.

- When a student is not engaged in treatment that the school has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals who have deemed such treatment appropriate.

This initial discussion of a medical leave should establish for school personnel what steps the family is taking to ensure that the student is well enough to participate fully in life at the school and should establish for the family what further steps the school may take if the problem does not improve. The student's division director will generally consult with the student's teachers, senior administrators and the school counselors, when appropriate, in continuing to monitor the situation.

Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the division director with the advice of the school counselors and teachers. The division director will be guided by the principle goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively and safely at the school. In the absence of a treatment plan that meets these needs in the view of these school personnel, the school may require the student to withdraw. A medical leave agreement will include provisions for the student's return to school as well as conditions that need to be met to consider matriculation to the next grade level in the following year.

While a student on leave is excused from attending class, the student and their family must make arrangements to secure outside academic support (i.e., outside professional 1:1 teaching/tutoring) during the medical leave approved by the school. The school will provide access to assignments, quizzes and tests to be administered by the family or the family's tutor as well as a weekly consultation with the family or family's tutor. Families are responsible for the full tuition during the extended absence.

To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health or medical condition from the physician, psychiatrist or other professional who treated the student during the medical leave. The school's decision about reinstatement will depend on its confidence that the student will be able to function in school without unduly taxing the school's support and supervisory resources. The guiding principle of re-admission from a medical leave is the school's confidence that the student can return safely, and that the student's return will not compromise the student's continued recovery, interfere with the school's ability to serve other students' needs or place an undue burden on the school. As a corollary to this principle, a student whom the school determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activity.

Asthma Management

Parents and guardians of students with asthma should contact the school nurse prior to the start of school to discuss an asthma management plan if the parent(s) feel it necessary. You may also upload an asthma care plan through your [MySchoolApp](#) account.

Student Emergencies

In the event of a serious health emergency with a student, 911 will be called and at least one parent or guardian will be notified immediately. Parents/guardians will also be notified of any non-emergent illness or injury that may require follow-up medical care.

Families are expected to keep contact information up-to-date via their [MySchoolApp](#) profiles, which should always include current home, work and cell phone numbers and emails for parents and guardians. Families may also choose to designate an emergency contact (relative, friend, daycare provider, etc.) in the unlikely event that a student's parent(s) cannot be reached.

During online registration, updated health forms must be submitted via [MySchoolApp](#) for every student, allowing the school to obtain necessary medical assistance in an emergency.

Student Support Services

Tutoring

At Aspen Academy, education is built on the crucial concept that strong teacher-student relationships founded on trust and communication promote optimal learning. Our Mission and Vision focus on nurturing lifelong learners and preparing students for success in life. Teachers are accessible for assistance during and outside of class, and our curricular programs aim to encourage student engagement, learning, independence, and responsibility.

Aspen Academy will allow outside educational professional tutoring or support services onsite for students on a formal accommodation plan, or students in need of services recommended by the school, if space allows. Tutoring must not occur during core content academic blocks, and it is recommended that outside tutors meet with students before and after school. Outside professionals must provide a copy of their insurance, as well as an annual copy of the background check. (Aspen Academy can conduct this background check on behalf of the visiting professional with reimbursement provided by the professional for the full cost.) The opportunity to host an outside professional is contingent upon the student's schedule and the space available within the building at the time requested and must be coordinated by the Lower and Middle School Student Support Manager.

Aspen Academy teachers may tutor, provide enrichment or skills maintenance to Aspen Academy students only in the summer and provided that the teacher will not teach the student in the following school year. This arrangement should be coordinated with the Elevate Office division specific Student Support Manager. Teacher Summer Tutoring will be allowed on-site in a mutually agreed upon school-designated area. The tutoring arrangement and payment are between the tutor and the family. The teacher must be in good standing and provide a certificate of insurance. The same policy applies to private lessons.

Conflict of interest as well as professional educator ethics boundaries dictate that Aspen Academy teachers may only provide private-pay tutoring to an Aspen Academy student during summer and under the following conditions:

1. A teacher may not charge a fee to any student that the teacher is currently providing a grade for in the academic content area that they teach.
2. Tutoring by a core Aspen Academy Teacher of a student in a core content subject (i.e. mathematics, communications and literacy, science and social studies) may only take place only in the summer. Tutoring may not occur during the school year. A child's assigned teacher is their primary instructor and is obligated to support their students' engagement, growth and performance during the school year. All Aspen Academy teachers, operating in the standards of best practice, will provide their current students ample support and extra help before/during/after school to succeed in their assigned school-work.
3. A core content teacher may not tutor a student that they will be assigned in the following year after the summer of tutoring.
4. Any private tutoring of a student must be disclosed to the Director of the academic division in which the student is assigned prior to the commencement of tutoring.
5. The Teacher who wishes to tutor for private pay must be in good standing and provide to the business office a certificate of insurance listing Aspen Academy as an additionally insured. Insurance must have the following limits: General Liability Insurance of \$1,000,000 per occurrence based on per occurrence, minimum \$2,000,000 in the aggregate; and Specific Child Abuse & Molestation coverage of \$300,000 per incident.
6. The teacher may, during the summer, tutor on the Aspen Academy campus or at a neutral site, but never in a private residence.

Private Enrichment Lesson Policy

As part of Aspen Academy's extra-curricular program, teachers may provide private 1:1 enrichment lessons (instrument, voice, etc.) to current Aspen Academy students.

1. Private lessons may only occur before 8am and after 4pm M-F. Teachers will continue to maintain before and after school time for office hours, regular student support, parent meetings, etc.
2. Private lesson rosters and schedules must be provided to the Programs Director and business office.
3. In accordance with all private contractors, the Private Lesson Teacher will pay the school 20% of each lesson (Aspen Academy students) or 15% (non-Aspen Academy students) for on-site lessons. Invoices will be sent monthly.
4. The teacher must be in good standing and provide the business office a certificate of insurance listing Aspen Academy as an additionally insured. Insurance must have the following limits: General Liability Insurance of \$1,000,000 per occurrence based on per occurrence, minimum \$2,000,000 in the aggregate; and Specific Child Abuse & Molestation coverage of \$300,000 per incident.
5. The teacher may provide the lesson on the Aspen Academy campus or at a neutral site, but never in a private residence for the teacher and school's protection.

Employment of Aspen Academy Faculty and Staff by Families

Aspen Academy employees are one of the school's most valuable financial resources, and the school exerts significant time, energy and resources to hiring, developing, and retaining the best possible talent for the benefit of our students. For these reasons, families may not hire Aspen Academy employees while the school year is in session. Babysitting and/or nannying by a school employee for current families of Aspen Academy is not permitted per the terms of our insurance policy. For the protection of our students and employees, this policy avoids any possible real or perceived conflict of interest, and ensures that Aspen Academy's personnel remain a resource that is available to the entire community. Families are also prohibited from soliciting Aspen Academy employees to work for an employer other than Aspen Academy. Families who break this rule may risk their enrollment and/or be fined for damages.

Employees shall not be employed by Aspen Academy families while the school year is in session to avoid any possible real or perceived conflict of interest. **Babysitting and/or nannying by a school employee for current families of Aspen Academy is never permitted.** However, employees may provide tutoring services when school is out of session during the summer at the rate of pay determined by the individuals as long as disclosure is made that at no such time, shall the teacher or family consider the school to be liable or responsible for the employer/employee relationship or any consequences of such a relationship. A waiver must be signed by the family prior to the commencement of summer. Likewise, the employee will need to obtain a Third-Party Agreement from the Business Office and adhere to all policies therein. Part-time hourly employees (extended care) are exempt from this requirement, provided that it does not conflict with their availability or work schedule.

Educational Testing

For insights into a student's learning needs, cognitive assessments and psychological evaluations can be beneficial. Families should first seek guidance from school counselors and Student Support Managers to find licensed professionals for assessments. Student Support Managers will aid in the creation of an accommodation plan as a result of a diagnosis provided by the appropriate documentation.

Learning Differences and Learning Disabilities

Aspen Academy will provide reasonable accommodations for students who have a physical or mental impairment that limits major life activities (including an ability to learn), unless doing so would cause an undue burden for the school. Accommodation Plans may be requested or suggested for students with a diagnosed learning disability. However, an accommodation plan does not modify the grade-level standard expectations for the student's academic performance. Rather, it allows students to receive information or to demonstrate that they have learned in ways that work around their impairment, thus making it more likely that the student can meet

grade-level expectations. Accommodation Plans become part of the student's permanent file and are sent with transcripts upon graduation or school transfer. Final Accommodation Plans will be shared with parents and teachers by the second Friday in September. Conferences, if needed, will be held thereafter. New accommodation plans can be initiated at any time with a psycho-educational evaluation and diagnosis.

The process for evaluating a student's need for support through a school Accommodation Plan is as follows:

- Student Referral - A student may be observed to demonstrate limited performance in one or multiple major life activities due to or caused by a cognitive or physical disability or impairment. These observations may come from the student him/herself, a parent or guardian, a teacher, a counselor/Elevate team member, or a school administrator. Such referral should/will be presented in writing to an Elevate Team member who will evaluate the presented observations and determine the next steps in preparing an Accommodation Plan for students who have either already presented a formal psycho-educational evaluation from a qualified third party or will provide the student's family with the necessary resources to secure a formal psycho-educational evaluation in support of the presented observations limiting student performance in one or multiple life activities.
- Eligibility Determination - Following the review of the psycho-educational evaluation presented and retained on file for an identified student, an assessment of recommended accommodations will be conducted by the Elevate team to determine how best to implement such recommendations in support of the identified student which are in alignment with available staff and resource capacity. While accommodations recommended by an outside professional will generally be considered, Aspen Academy reserves the right to decide which accommodations are warranted and which accommodations, if any, will be implemented by the school, taking into account the school's resources, philosophy and mission; performance expectations; academic curriculum; the needs of all students, including the student requesting an accommodation; and other factors which may or may not apply, in the school's discretion.
- Accommodation Plan Implementation - Once it is determined that a student qualifies for an Accommodation Plan, such an Accommodation Plan will be created, reviewed with parents, and signed by parents to grant the school permission to implement the plan. Parents and teachers will be provided a copy or access to the created Accommodation Plan. The student's teaching team will be made aware of the accommodations determined and will implement these accommodations in the instructional classroom.
- Annual Review of Accommodation Plan - An annual AP/PIP (Accommodation Plan/Personal Instruction Plan) review will be conducted at the beginning of each academic school year for each student currently on an Accommodation Plan at Aspen Academy. This meeting will serve to determine if any new or additional information might be needed to support the student, and to determine if the accommodations currently in place are sufficient for the continued support of the student's needs. This meeting/"hearing" is also in place to provide engaged parties with an opportunity to ask any questions, present any concerns or make any necessary adjustments to an Accommodation Plan that is in place.

Elevate Student Support Services, Mental Health and Other Counseling

During school sessions, campus-based school counselors offer mental health consultation and counseling for academic or personal matters. Given the time-limited nature of school counseling, families may receive referrals to external medical or mental health professionals for continued treatment. School counselors collaborate with faculty and act as intermediaries connecting the school with community psychological and mental health resources. Elevate provides coaching, intervention, and professional development to support our teachers, parents, and students in achieving their full potential along the academic and social-emotional continuum.

Counselors are committed to maintaining professional tact and discretion with regard to any confidential information they receive, but

students and parents should know and understand in advance that extension of confidentiality through consultation with the Head of School, Directors, outside professionals, law enforcement officers, parents/guardians and others may be warranted. The guiding principles for extending a student's or another faculty member's confidence are: (1) concern ("duty to warn") about an individual's ability to function academically, emotionally, physically, and/or mentally within the school environment; (2) compelling circumstances including, but not limited to, health and safety emergencies (such as when students or others are in imminent danger of harm); or (3) legal obligations requiring that confidential information be revealed

Social-Emotional Learning (SEL) and School Climate and Culture

Social and emotional learning is deemed crucial for the healthy development of students, serving as a foundational aspect of their exposure to diverse backgrounds, beliefs, and capabilities within the classroom environment. This form of learning fosters self-awareness and empathy, paving the way for students to evolve into productive and socially aware individuals in society. Aspen Academy, by embodying Love and Logic principles, adopts a tailored approach focusing on the unique academic, social, and maturity levels of each student, thus promoting healthy decision-making based on self-awareness. Collaboration with the Leader in Me Curriculum and LiFE (Leadership, Finance & Entrepreneurship) ensures a comprehensive development covering responsible community membership, life skills, understanding of learning differences, and awareness on substance misuse, among others. Academy aims to cultivate healthy relationships and set personal goals that align with the student and family's needs, ultimately supporting a well-rounded development.

Student Success through Multi-Tiered Systems of Support (MTSS)

MTSS is a systematic approach to prevention and intervention for all students, including those that may have a diagnosed learning disability and/or behavior challenge. MTSS offers educators and families a mechanism to identify and help individual students who need extra support.

Through partnership and collaboration with parents, teachers, and students, we aim to increase the capacity for all adults in Aspen Academy students' lives to keep their eyes and ears open on a day-to-day basis. Students meet with adults in the classroom, through one on one check-ins with teachers and Elevate staff as needed. In partnership with parents during PIP conferences and scheduled parent meetings, as well as making referrals to outside resources in the greater community in the event the need arises where observations and interactions with students determine additional outside resources are needed, recommendations and resources for such collaborations will be made. Faculty/staff and parent meetings may be initiated by either the parent or school staff as needed and students are both free and invited to seek and initiate adult counsel as individual student needs arise.

Partnerships with qualified outside resources within the community may include, but are not limited to, tutors, speech therapists, occupational therapists, hearing and vision specialists, psychiatrists, and physicians, psychologists, and counselors. Aspen Academy faculty and staff work to build trust and rapport with students and families and as such honor maintaining confidentiality and privacy for students and families when appropriate. In cases where a partnership is forged between families at Aspen Academy and outside resources, an exchange of information form will be signed, secured, and kept on file to allow for open dialogue between the school and such outside resources to best collaborate in support of students and families.

Supporting Student Behavior Modification

Elevate team members, in collaboration with parents and Aspen Academy school leadership, will also provide internal support and progress monitoring with students who have been identified as needing additional behavioral support within the school setting. Although discipline matters are not handled directly by the Elevate team, changes in student behavior will often rely upon the social-emotional support and strategic planning offered through Elevate services. Such support may include, but not be limited to, one on one check-ins

with identified students, meetings with identified students and their parents, in-school meetings between appropriate school administration and Elevate team member(s), and outside student support personnel when appropriate. Also, when applicable, strategies such as the implementation of the use of a behavior plan, and behavior progress monitoring may be employed to assist students in attaining optimal success in the Aspen Academy learning environment.

Confidentiality

While upholding professionalism and discretion, school community members may share confidential information with the Head of School, relevant administrators, external professionals, law enforcement, parents/guardians, or others in critical situations. Reasons for disclosure include health and safety emergencies, concerns about an individual's academic or emotional well-being, or legal obligations to reveal confidential information.

Child Abuse and Neglect Reporting

Under Colorado law, professionals in charge of children's well-being, such as teachers, school administrators, and guidance counselors, must report to the Colorado Department of Human Services (CDHS) when they suspect that a student is experiencing abuse or neglect. Both the school and all professionals caring for students linked to the school are obligated to report. The outlined procedure aims to guarantee prompt and efficient reporting while respecting the privacy of students and their families.

Aspen Academy is a school for Pre-K through Grade 8, serving children aged 4 to 14 years old. For students aged 12 and older, there may be instances where they confide in a member of the faculty/staff but do not want their parents to be notified. Faculty/staff will promote open communication with the parents when it is deemed appropriate, ensuring that the child receives comprehensive support in accordance with relevant laws, including the recently passed HB 19-1120 mentioned below.

On May 16, 2019, House Bill 19-1120 became effective, introducing new language regarding parental consent and disclosure for minors seeking mental health counseling. The bill amends the Colorado Mental Health Professions and Occupations statutes, allowing minors aged 12 or older to seek and receive psychotherapy services, with or without parental consent, if the mental health professional determines that (1) the minor is willingly and consciously seeking therapy; and (2) the services are clinically necessary for the minor's well-being.

Procedure

As required by law, any employee who has reasonable cause to know or suspect that a child has been subjected to physical, emotional, or sexual abuse or neglect must report to the Colorado Department of Human Services, local law enforcement agency, or to the child abuse reporting hotline. If a report is made against any employee, that employee will be immediately removed from campus and put on administrative leave. If the source of neglect or abuse is suspected to be the student's family, a plan to safeguard the student will be devised, and the family will be informed of the school's obligation to report to CDHS. To the maximum extent possible, confidentiality of the student and their family will be safeguarded. In addition, it is a requirement of each employee and an expectation of our school culture, that every employee must report violations of the school safety procedures or other alleged employee misconduct to the Head of School, even if these violations fall short of triggering mandatory reporting duties. Families may also report any suspected abuse or neglect by calling: Child Protection Services via their Child Abuse Hotline: 1-844-CO-4-KIDS

Colorado's mandatory reporting law mandates that all school staff must report child abuse if they have grounds to suspect it. The duty to report lies with both the individual staff member and the school.

Boundary Violations

Giving individual students extra personal attention or forming friendships beyond the professional staff-student dynamic goes against our employee policy. If a student believes a school staff member has crossed professional boundaries, they are urged to discuss this with the school counselor, Lower or Middle School Director, Associate Head of School or Head of School.

Parent/Guardian Partnership

Community Strength and Service represents the third pillar of Aspen Academy's foundation. Families select how they can share their time and skills within the school and their child's classroom through numerous volunteer chances. This leads to a 100% rate of parental involvement at the school.

Aspen Academy offers a distinctive educational approach based on the belief that genuine student success requires collaboration among the school, student, and family towards shared objectives. Families choosing Aspen Academy are dedicated to providing not only top-tier academic education but also nurturing their child's character development. Every community member, regardless of their role, plays a role in the community's enhancement and success. By embracing values of integrity and positivity, individuals can enjoy the enriching experience of belonging to a caring community that strives for collective achievements.

During these important years of our children's education, our purpose is to provide mutual support and enjoyment. If your family finds itself in a challenging situation and would benefit from community assistance, please reach out to your Parent Civic Organization (PCO) representative, Lower or Middle School Director, Associate Head of School, or teacher. We will assemble a Care Team to help you, whether it's for the arrival of a new baby, illness, employment issues, or any other obstacles you may face.

Parents and guardians are encouraged to become familiar with the school's programs and involve themselves in school activities. There is an opportunity for parents/guardians to volunteer their services in several areas of school life and hence to increase their contact and involvement with the school. Please refer to the Volunteer section below for more details.

Furthermore, we have many families who own businesses. We encourage everyone to show support for these businesses whenever feasible. Please learn more about Aspen Business Leadership Club through our quarterly events for business owners, entrepreneurs, and executives.

Parental Comportment and Support for School Policies

As Aspen Academy, we hold the belief that a strong connection between the school and a student's parents or guardians is crucial for realizing the school's mission. We understand that successful relationships are marked by well-defined roles, a joint dedication to working together, transparent communication, respect, and a shared vision of the objectives to accomplish.

As part of this policy, Aspen Academy recognizes that parents and guardians may have diverse approaches to meeting expectations. However, the school reserves the right to dismiss a student if, in its judgment, a parent, guardian, family member, or other adult fails to comply with school policies, engages in conduct that challenges the school's authority, or behaves in a manner unbecoming of the school community. The school may also choose not to re-enroll a student if the actions of a parent or guardian hinder a positive relationship or impede the school's mission and educational objectives.

To assist in creating the most effective relationship, the school expects that parents/guardians will observe the following guidelines:

1. **Share in the school's vision.**
 - a. Comprehend and uphold the school's philosophy, policies, and procedures.

- b. Support the school's disciplinary process, and understand that the school's authority in such matters is final.
- c. Champion the school's dedication to community strength and service.
- d. Recognize tuition as an investment in the student's education, not ownership in the school.

2. Provide a home environment that supports your student's growth.

- a. Establish a schedule and framework that aids a student in studying and meeting homework obligations.
- b. Monitor the student's internet usage and screen time, including computer, TV, and video game activities.
- c. Promote honesty, civility, and respect in the student.
- d. Serve as a positive example, particularly in behavior at school and sports events.
- e. Support the student's involvement in activities promoting excellence; discourage participation in events that encourage illegal or imprudent behavior.

3. Foster a relationship between home, school, and our community based on communication, collaboration, and mutual respect.

- a. Create a supportive home atmosphere for the school.
- b. Interact with the community respectfully, approach conflicts collaboratively, and avoid engaging in or condoning gossip.
- c. Preserve confidentiality except in cases of imminent danger, legal obligation, or compelling need to disclose information.
- d. Recognize the school's duty to prioritize the community while addressing individual student needs.
- e. Follow appropriate channels to address concerns or obtain information.
- f. Prioritize regular attendance and scheduling non-emergency appointments outside of school hours.
- g. Participate in school events and volunteer activities.
- h. Contribute financially as possible to support the school.
- i. Provide necessary information for the school's effective service to students and community.
- j. Comply with the school's technology policies.

If there is ever a time that you or your family are concerned about an issue within or regarding the school, its practices, its personnel, families, or students, we ask that you share your honest and direct thoughts and opinions with the parties involved who are accountable and have the authority to move the matter to its optimal solution. Our single rule, "Be Kind," applies to students, teachers, administrators, and parents.

We have a zero-tolerance policy for all forms of gossip. As adults, it is our responsibility to demonstrate exemplary language and conduct for our students and one another. The foundation of a community cannot be laid if individuals within it engage in language or behavior that undermines it. We are a mindful community of students, parents, teachers, and administrators dedicated to doing our best for the world. Negativity has no place here. We firmly believe that if you are perceptive enough to recognize a problem, you are likely capable of devising a solution. Simply inform us of the support you need to work toward a resolution. No complaining. No spreading rumors. No unnecessary drama. Period.

Family Custody Requests

We have a longstanding policy that the School does not become involved in custody or divorce matters to preserve our relationship with each parent individually on behalf of the child[ren]. As a result, and, unless there is a subpoena, court order, or communications from social services, we will not respond to requests for information.

Parent Fundraising

Fundraising is an integral component of successful independent schools. Aspen Academy relies upon the generous support of all members of our school community to provide world-class faculty, programming and facilities for our students. We are deeply grateful for all gifts.

We offer a variety of opportunities for families to provide financial and in-kind support. Those opportunities include contributions to the Aspen Academy Annual Fund, Graduate Gift and Capital Campaign. We welcome parents and guardians to volunteer and assist with one or more of these vital fundraising initiatives.

Out of respect for the extraordinary generosity of our parent community, we strive to limit the number of times families are asked to make a financial contribution to the school. Parents should not solicit other parents for financial contributions to support any Aspen Academy programs or initiatives outside those listed above. Please contact the [Director of Development](#) with questions or if you'd like to become part of our team.

Parent Civic Organization (PCO)

Parents and guardians of Aspen Academy students are members of the Parents Civic Organization (PCO). This organization supports the general school community through volunteering, teacher support and event planning. The PCO executive board meets monthly, and the general meetings are open to all. Information about PCO is available on the school's website. Contact PCO at pc@aspenacademy.org.

Alumni Association

All former students who attended Aspen Academy are members of the Alumni Association of Aspen Academy. For more information, contact alums@aspenacademy.org.

Volunteering

Aspen Academy is committed to continual partnership with parents and families. Holding true to our values; be kind, do good, work hard, and make the world better, we invite you into our school, ask you to participate and to be in service to our teachers, our program, and your children. Aspen Academy is a community-based school, and you are an exemplar of service to our future servant leaders.

During Registration Day and throughout the year via weekly newsletters, you will receive notice of volunteer opportunities. There are a vast variety of volunteer opportunities, from classroom assistance to campus improvement projects and everywhere in between. Two weeks prior to school beginning, volunteer slots will begin to open on the parent portal for you to choose and sign up. This portal is refreshed and updated monthly (and as needed) through the entire year. You are responsible for signing up for shifts and then tracking your hours through the parent portal. The school cannot assume hours were served if they aren't accounted for in the system.

Example of Volunteer Opportunities:

- Co-teach a 2nd grade Leadership lesson
- Mentor an 8th grader through their start up business
- Join us in the community center and serve while our students eat their lunch
- Take home a project for a teacher so they have a free evening
- Attend our parent learning events throughout the school year

- Promoting Aspen Academy to the wider community (e.g. parent ambassador, display brochures at your business, opportunities for Aspen to present to your employees)
- Or, do you have a passion or an expertise and an idea of how to share that with our community?

Your family is asked to contribute a minimum of 32 service hours per school year. That's about 3-4 hours each month and must be completed within the academic school year. Keep in mind, we welcome grandparents, aunts, uncles, siblings (over the age of 16) or any other members of your home to join your family volunteer team. If you find it a challenge to serve a portion of volunteer service this year, you will be responsible to pay \$25/hour for the balance of hours not completed. This is simply the cost per hour that we will pay someone to complete the task.

General Volunteer Expectations

- If you are unable to make your shift, email the teacher or the volunteer coordinator immediately. And then cancel the shift in your portal.
- Always be on time. (i.e. five minutes prior to the volunteer start time).
- As you know, safety is our #1 priority. And per state law, all visitors are required to check-in and check-out and always wear a Visitor Badge on campus.
- Also, be sure to quickly check in to the volunteer portal on the iPad at the front desk. And check out as you leave. This will allow your hours to be tracked and automatically calculated in your family.
- If you observe or hear a situation that needs to be addressed, make the teacher aware so that they can proceed within Love and Logic protocol.
- Do not work alone with a singular child in private without the supervision of a teacher or staff member.
- Be patient and flexible. Children and classes are dynamics and require abundant measures of these two qualities for the greatest success to be achieved.
- Always stay confidential. Student performance, work or behavior is not to be discussed with other parents or anyone.
- Be respectful at all times. All students learn in different ways and at different levels so do not compare them to one another.
- Grant all teachers the same respect as students and do not compare their unique qualities and methods of teaching. As we know, there is no one path to the finish line
- Work positively for the good of the school.

Classroom Specific Guidelines

If you are interested in working directly with students, please make sure you are familiar with the following guidelines. First to note is that classroom volunteer shifts will begin after the first week of October, which is after conferences. This allows ample time for the teacher and their students to establish their class routines, assess beginning of the year learning levels and to create individual goals for each student's progress. There are plenty of other volunteer opportunities open during this time.

- Be respectful of the teacher and students' learning time. Please do not engage the teacher in extended conversation during your visit. The teacher's full attention needs to be on the students.
- Protect the privacy of the children and the integrity of the academic program.
- Agree to the Code of Ethics for Volunteers noted below.
- Connect with the classroom teacher a few days before your scheduled shift, if requested. They can brief you on the activities or lessons and then give you specific instructions as to what they need you to help with.
- It's also worth mentioning again that while you're in the classroom, the teacher's full attention needs to be on the students and the lesson. The teacher and other volunteers will not have time to chat or conference.

Code of Ethics for ALL Volunteers

Parent/guardian volunteers with direct and unsupervised contact with students will be screened via government-issued ID card against select databases and registries to assure safety of our students, faculty, staff and community.

Volunteering at Aspen Academy is explicitly conditioned upon continued protection of privacy of information related to the school including its employees, volunteers, clients, alumni, and any other agent or representative of the school.

Volunteers agree to refrain from disclosing or discussing any confidential information obtained from the school or departmental records, formal or informal, either during or after volunteering with the school. This strict adherence of privacy includes, but is not limited to, intellectual property, proprietary trade information, student records, payroll figures, personal data such as client or employee emails, phone numbers, home addresses, and any information associated with student, client or employee records, and related donor files.

Compliance with school policies and procedures includes the responsibility to respect the highest level of privacy for all members of the school community and is a condition of volunteering. Additionally, our volunteers handle a variety of proprietary and private information concerning colleagues, students, parents, alumni, donors, and others associated with the school. Protecting such privacy is the responsibility of all school volunteers.

Annual Fund

Aspen Academy's Annual Fund is the first and most important gift asked of every trustee, parent, grandparent, teacher, administrator, staff member, and alumni to make each year. Funds raised through these efforts are wholly devoted to providing critical financial aid to families in need, professional development for our faculty, and covers the difference to support other vital programs. These donations support many tangible aspects of our community — including our world class curricula. All gifts to the Annual Fund are tax-deductible as allowable by law. Please contact the [Development Office](#) with questions.

Photography

Parents, guest speakers, and visitors are not permitted to take photos or videos of students during observations. While on the Aspen campus at any time, during school events, or on Aspen field trips off campus, parents may only take photos of their own student(s). Parents may not take photos of any other students when they are under Aspen care and supervision. Parents may also not post photos of any student other than their own to any social media site without first obtaining permission from the student's parents.

School Camera Use Policy

Policy Purpose

The purpose of this policy is to provide guidelines for the use of security cameras on property owned by Aspen Academy ("School") in a way that enhances safety and security while respecting the privacy laws and expectations of members of the School community. This policy shall not apply to use of non-security cameras for reasons unrelated to surveillance activity, including videotaping of co-curricular activities and the use of cameras for other educational purposes. The implementation of this policy and resulting use of security cameras on campus shall be supervised by the Head of School and Chief Operating Officer with senior leadership consultation when as appropriate.

Security Camera Use

Security cameras are used in public areas in order to support the safety and security of School community members. We are committed to our community's safety and grateful to have the partnership and support of the professional team regarding emergency monitoring

and surveillance. This powerful system provides 24/7 coverage of the exterior, all hallways/common spaces, and stairwells, helping us maintain a safe and secure learning environment for our students. Review of stored video footage from security cameras that includes images of students or staff requires written authorization from the Head of School or Chief Operating Officer and their presence during the review.

The vast majority of cameras on campus are not monitored in real time. As a result, families should not have an expectation that they are under continuous surveillance when they are in range of a camera, and should not rely upon the presence of a camera to protect them from harm or to alert others to a dangerous situation.

Prohibited Camera Use

The use of security cameras is not intended as a replacement for adult supervision and/or in-person, relational security efforts. Students and employees are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action.

Placement and Notification

Security cameras may be installed or removed around campus at the sole discretion of the Head of School or the Chief Operating Officer. An inventory of security cameras shall be maintained by the IT Manager. Security cameras will not be used or installed in areas where the public or school community members have a reasonable expectation of privacy, such as restrooms, locker rooms, and individual offices. Security cameras may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use. Any device screen or monitor that displays security camera feeds or footage shall not be located in an area that enables public viewing.

Live Feed

Live feeds are strictly available only to Greenwood Village Police Officers, Health and Safety Manager, Campus Facility Team, Chief Operating Officer and the Head of School for the purpose of ensuring the safety and security of all persons on campus.

Storage and Security of Recorded Feed

The School shall provide reasonable safeguards, including but not limited to, password protection, well-managed firewalls, and controlled physical access, to protect the security camera system from unapproved users and unapproved use. Unless otherwise required by law or for good cause, video recordings will be stored for 30 days after the date of recording. Recordings will be erased after 30 days unless the Head of School or Chief Operating Officer know good cause for continued storage.

Video recordings held for review will be maintained in their original form for as long as required to comply with the law, to address good cause for the continued storage or pending resolution of any incident or criminal or civil proceeding related to the recording. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained in accordance with applicable law and this policy.

To ensure confidentiality, all video storage devices that are not in use will be stored securely in the Main Distribution Frame (MDF) office. All external storage devices with exported recordings will be encrypted, labeled, and dated. Access to the storage devices will be limited to authorized security personnel as assigned by the Head of School or Chief Operating Officer. In the rare event of an emergency situation, Emergency Responder Classroom Cameras are activated to provide additional support to first responders in order to deftly and swiftly manage emergency situations from a tactical perspective. These cameras are only active during a lockdown event, and the footage is only viewed by authorized emergency personnel if needed.

Internal Viewing Requests

All requests from School employees to view video recordings from a security camera must be submitted by completion of the Security Video Review Request Form. Once submitted, the completed form will be automatically routed to the Head of School and Chief Operating Officer for approval.

Requests must be for an articulated proper purpose and the granting of requests will be approved, in the sole discretion of either Head of School and Chief Operating Officer. If the request is related to a student incident, the appropriate division Director must also approve the request. Internal video viewing requests also may be denied at the discretion of the Head of School or Chief Operating Officer.

External Viewing Requests

Requests from governmental agencies or law enforcement for access to video recordings shall be directed to the Head of School or Chief Operating Officer and must be accompanied by a valid issued subpoena or be based on an emergent situation where access to the video recording is based on a need to protect the health or safety of students or other School community members.

Requests from any other individual or external agency (such as media requests, or requests of individuals, or legal counsel) to view a video recording must be referred to the Head of School or Head of School's designee for a determination of whether access to the video recording is appropriate. External video viewing requests may be granted or denied at the sole discretion of the Head of School.

Financial Information

Enrollment Contracts

Students may not attend classes unless a properly executed enrollment agreement is on file. Enrollment contracts will be sent to returning students only if all financial obligations are current and the school is generally satisfied with the student's academic performance and behavior. Please see the Re-Enrollment Policy for additional information.

Financial Aid

Financial aid may be available to help parents or guardians who cannot otherwise afford the Aspen Academy experience for their children. Assistance is based on the financial need of each family and must be applied for annually. Families of re-enrolling students generally have first priority for available funds. Detailed information about financial aid may be obtained through the [Director of Admissions](#).

Tuition Billing Schedule

A reservation deposit must accompany the enrollment contract. The remaining tuition is billed according to the schedule selected in the enrollment contract. Incidentals are extra and are payable upon receipt of statements throughout the year.

Tuition Refund

In accepting a student for enrollment, the school assumes expenses that are not reduced by the student's withdrawal or dismissal during the year. For this reason, the school cannot refund tuition paid or cancel unpaid obligations when a student is absent, withdrawn or dismissed for any reason. For specific information, please see the enrollment contract.

Re-Enrollment

Re-enrollment at the school is contingent upon the student meeting grade expectations, the school's ability to meet the student's needs, and consistency with school policies in behavior and conduct. Automatic re-enrollment is not guaranteed.

Re-enrollment Policy

The Associate Head of School typically makes re-enrollment decisions based on the student's academic performance, effort, attitude, and behavior from the previous year. The decision to issue a re-enrollment contract also depends on the parents' willingness to uphold their role in the education partnership, as outlined in the Parental Conduct section. In some cases, re-enrollment contracts may be delayed until April or May to allow for a more informed placement decision by the school.

In certain situations, it may not be deemed advantageous for a student to remain at the school. This challenging decision is reached after thorough deliberation. While parents are part of this evaluation, the school will make the final decision and may help in finding a suitable alternative placement, if feasible.

Families should be aware that a re-enrollment contract may not be extended if parents have been uncooperative or if their behavior has compromised the teachers' effectiveness, or if re-enrollment is not beneficial for the school.

APPENDIX

Appendix A: Athletics & Extracurriculars Parents' Code of Conduct

I will work to understand and endorse the mission of the Aspen Academy Athletics program to provide student-athletes an experience that develops character, emphasizes teamwork and encourages healthy lifelong habits. In so doing, I pledge to:

- Support the coaches by applauding behavior in my child and his/her teammates that demonstrates characteristics of integrity, empathy, sacrifice and responsibility.
- Acknowledge and appreciate players' growth toward maturity and their effort toward establishing stronger relationships with teammates, coaches and themselves.
- Affirm my child and his/her teammates when good character, healthy sportsmanship and other-centered behaviors are displayed. I will not affirm only his/her athletic performance or a victory.
- Serve as role models for our players, talking politely and acting courteously toward coaches, officials, other parents, visiting team parents and spectators at games and meetings.
- Model good sportsmanship. Acknowledge and applaud the efforts of team members and opponents. Accept defeat graciously by congratulating the members of the opposing team on a game well played. Support the team regardless of how much or how little my child plays, or what the team's record is.
- Encourage my child and teammates with positive statements, even when they make mistakes. I recognize that at every practice they are growing physically and emotionally. At every practice, they are learning moral and ethical lessons. At every practice, they are developing character.
- Refrain from boasting about my child's accomplishments.
- Encourage my son/daughter to present any concerns or problems that may arise directly to his/her coach. We want players to develop self-advocacy.

Because I am a parent with the power and platform to make a positive difference in the life of every player, I commit to this code of conduct. When failing to live up to these standards, I will allow for accountability and take responsibility for my actions.