

The Classical Academy Parent-Student Handbook

2024-2025

Elementary Schools

Junior High School

High School

Cottage School Program

College Pathways



<https://www.tcatitans.org/>

A TITAN'S CREED

Titans endeavor to recognize and pursue truth, beauty, and goodness.

Titans celebrate virtue in scholarship, relationship, and citizenship.

Titans take ownership of and find joy in learning.

Titans value our responsibilities above our rights.

Titans love, respect, and protect one another.

Striving to be our best, do our best,

And give our best to the world, in

Mind, Body, and Spirit,

excellence with honor

WE ARE TITANS!

Section 1: All Campuses	
Handbook Introduction	14
Mission Statement.....	14
Core Values.....	14
Classical Education.....	14
Student Rights.....	15
Student Rights and Responsibilities: Overview	15
Student Rights: Balancing Rights and Responsibilities	15
Student Rights: Freedom of Association.....	16
Student Rights: Freedom of Expression	16
Student Rights: Freedom of Peaceful Assembly.....	17
Student Rights: Right to Individual Dignity.....	17
Student Rights: Right to be Free from Sexual Discrimination and Harassment	17
Student Rights: Right to Seek Change	17
Academics.....	17
Academics: Academic Rights.....	17
Academics: State Assessments.....	18
Accreditation.....	18
Attendance	18
Attendance: Introduction - Responsibility to Attend School.....	18
Attendance: Attendance Procedures	19
Attendance: Excused and Unexcused Absences	19
Attendance: Pre-Arranged or Extended Absences	19
Attendance: Tardiness	20
Attendance: Truancy - Chronically Absent.....	20
Attendance: Truancy - Habitually Truant.....	20
Discrimination.....	21
Discrimination: Annual Nondiscrimination Notice.....	21
Discrimination: Discrimination or Harassment Complaints	22
Discrimination: Equal Educational Opportunities.....	22
Discrimination: Sexual Harassment	22
Health Services	22

Health Services: Introduction - Student Health and Wellness	22
Health Services: Health Care Plans	23
Health Services: Immobilizers and Mobility Devices	23
Health Services: Immunizations.....	23
Health Services: Life-Threatening Allergies	24
Health Services: Medical Marijuana Administration	25
Health Services: Medications	25
Health Services: Non-FDA Approved Substances.....	27
Safety	27
Safety: Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification	27
Safety: Child Abuse.....	27
Safety: Pets on Campus	27
Safety: Safe2Tell®	28
Safety: Sex Offenders Notification.....	28
Safety: Visitors	28
Safety: Volunteers	28
Student Conduct.....	28
Student Conduct: Administration Office Referrals	29
Student Conduct: Behavior Expectations.....	30
Student Conduct: Bullying	31
Student Conduct: Code of Conduct.....	31
Student Conduct: Drug and Alcohol-Free School.....	33
Student Conduct: Physical Intervention	33
Student Conduct: Responsibility to Carry Identification	33
Student Conduct: School Property	34
Student Conduct: Student Interrogations, Searches, and Arrests	34
Student Conduct: Suspension and Expulsion	37
Student Conduct: Tobacco-Free Campus.....	37
Student Conduct: Weapons	37
Student Conduct: Vandalism.....	38
Student Fees.....	38
Student Fees: Healthy School Meals for All	38

Student Fees: Program Student Fees Assistance	38
Student Records	39
Student Records: Child Custody.....	39
Student Records: Emergency Contact	39
Student Records: FERPA Notice for Directory Information.....	39
Student Records: Records Requests and Requests to Amend Student Records.....	40
Student Records: Sharing/Release of Student Information	41
Student Records: Special Populations	41
Student Records: Third Party Consent for Release of Student Information.....	41
Student Services.....	42
Student Services: Mental Health Services.....	42
Student Services: Screening and Testing of Students (and Treatment of Mental Disorders) and Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	42
Student Services: Service Animals.....	42
Student Services: Students with Special Needs.....	42
Student Personal Items.....	43
Student Personal Items: Lost and Found	43
Student Personal Items: Student Valuables	43
TCA Community	43
TCA Community: Conflict Resolution.....	43
TCA Community: Fundraising.....	43
TCA Community: Weather Delays	44
Technology.....	44
Technology: Parent Responsibility.....	44
Technology: Student Use of Electronic Devices	44
Technology: Student Use of the Internet and Technology.....	45
Technology: Reliability and Limitation of Liability	48
Technology: Telephones and Messages	48
Section 2: Carpools.....	50
Introduction.....	51
Compliance	51
Inclement Weather	51

Reporting of Accidents on a TCA Campus	51
State Law: Cell Phones	52
TCA High School Student Drivers	52
Wheeled Items and Bicycles.....	52
Central Campus Carpool Procedures	52
Morning Drop-off.....	52
Afternoon Pick-up	53
Parking Walk-Up Parents	53
East Campus Carpool Procedures.....	53
Morning Drop-off.....	53
Afternoon Pick-up.....	54
Parking Walk-up Parents	54
College Pathways Student Drivers	54
North Campus Carpool Procedures.....	54
Banana Lot.....	55
Cutting Through Private Properties.....	55
Morning Drop Off	55
Enter/Exit.....	55
Afternoon Pick Up.....	56
Pick-Up Location.....	56
Multi-Grade Pick Up	57
Student Drivers.....	57
Central Campus Carpool Map.....	58
East Elementary Campus Carpool Map.....	60
Section 3: Elementary.....	64
Academics.....	65
Academics: Elementary Grades.....	65
Academics: Field Trips.....	65
Academics: Homework	65
Academics: Late/Missing Assignment Policy.....	66
Academics: Parental Contacts with Teachers.....	66
Academics: Parent Responsibilities.....	66

Academics: Student Responsibilities.....	66
Academics: Teacher Responsibilities.....	66
Academics: Textbooks	66
Library.....	67
Library: Elementary Student Library Policies.....	67
Library: Library Use During School Hours.....	68
Library: Student Computer Use.....	68
Uniform.....	68
Uniform: Introduction.....	68
Uniform: Elementary Uniform Policy.....	69
Uniform: Uniform Guidelines	69
Uniform: Uniform Violations.....	70
Uniform: Parent and Staff Responsibilities.....	70
Uniform: Belts.....	70
Uniform: Crewneck Sweatshirts/Fleece Jacket	70
Uniform: Denim Day Guidelines	70
Uniform: Dress-Up Day Guidelines.....	70
Uniform: Footwear	71
Uniform: Friday Wear	71
Uniform: Hair	71
Uniform: Jewelry/Piercing/Watches/Tattoos/Make Up	71
Uniform: Long-Sleeved Sweaters/Sweater Vests.....	71
Uniform: Pants/Shorts	71
Uniform: Shirts/Blouses	72
Uniform: Skirts/Skorts/Jumpers	72
Uniform: Socks/Tights	72
Uniform: School Pictures	72
Uniform: Two-Hour Weather Delay	72
Section 4: Junior High School	73
Schedule.....	74
Academics.....	74
Academics: Credit for Work due During a Suspension	74

Academics: Homework Responsibilities.....	75
Academics: Homework Responsibilities - Student.....	75
Academics: Homework Responsibilities – Parent/Guardian.....	75
Academics: Homework Responsibilities - Teacher.....	76
Academics: Grades.....	76
Academics: Final Exams.....	76
Academics: Individual Career and Academic Plans (ICAP).....	77
Academics: Student Progress and Report Cards.....	77
Academics: Textbooks.....	77
Book Bags/Backpacks.....	77
Closed Campus.....	77
Co-curricular Activities.....	78
Co-curricular Activities: Athletic Participation.....	78
Co-curricular Activities: Sports Events.....	78
Co-curricular Activities: Student Organizations.....	78
Dress Code.....	78
Dress Code: Community Responsibilities.....	79
Dress Code: Consequences for Dress Code Violations.....	80
Dress Code: General Dress Code Guidance.....	80
Dress Code: Pants/Shorts/Skirts.....	80
Dress Code: Shirts.....	81
Dress Code: Sweaters/Sweatshirts/Jackets.....	81
Dress Code: Neckties/Scarves/Belts.....	82
Dress Code: Footwear.....	82
Dress Code: Friday Wear.....	82
Dress Code: Hair and Accessories.....	82
Dress Code: Jewelry/Piercings/Tattoos.....	83
Dress Code: Physical Education Classes.....	83
Dress Code: Special Dress Days.....	83
Dress Code: Casual Days.....	83
Dress Code: Dress-Up Days.....	83
Detention.....	84

Enrollment: Full-Time Enrollment.....	84
Field Trips.....	84
Library.....	84
Lockers.....	86
Lockers: Gym Lockers	86
Section 5: High School	87
Schedule.....	88
Academics.....	88
Academics: Advanced Placement Classes	88
Academics: Field Trips.....	89
Academics: Final Exams	89
Academics: Full-Time Enrollment	89
Academics: Grades and Report Cards.....	90
Academics: Homework: Credit for Work due During a Suspension	90
Academics: Homework Responsibilities.....	90
Academics: Homework Responsibilities - Parents.....	90
Academics: Homework Responsibilities - Students.....	91
Academics: Homework Responsibilities - Teachers.....	91
Academics: Individual Career and Academic Plans (ICAP).....	91
Academics: Parental Contact with Teachers	91
Academics: Schedule Change Requests	91
Academics: Textbooks	92
Academics: Tutoring	92
Book Bags/Backpacks.....	92
Connections (Career, College, and More)	92
Closed Campus	93
Concurrent Enrollment.....	93
Dress Code Policy.....	94
Dress Code: Community Responsibilities	95
Dress Code: Consequences for Dress Code Violations	95
Dress Code: General Dress Code Guidance.....	95
Dress Code: Pants/Shorts/Skirts.....	96

Dress Code: Shirts.....	96
Dress Code: Sweaters/Sweatshirts/Jackets.....	96
Dress Code: Neckties/Scarves/Belts.....	97
Dress Code: Footwear.....	97
Dress Code: Friday Wear.....	98
Dress Code: Hair and Accessories.....	98
Dress Code: Jewelry/Piercings/Tattoos.....	98
Dress Code: Physical Education Classes.....	98
Dress Code: Special Dress Days.....	98
Dress Code: Casual Days.....	99
Dress Code: Dress-Up Days.....	99
Dress Code: Two-Hour Delays.....	99
Graduation Requirements and Coursework.....	99
Graduation Requirements: Required Senior Courses.....	101
Graduation Requirements: Community Service.....	101
Graduation Requirements: Demonstration of Proficiency in English Language Arts and Math	101
Graduation Requirements: Seal of Biliteracy.....	101
Graduation Requirements: Students Transferring into TCA Junior High or High School After the 7 th Grade.....	102
Library.....	102
Library: Book Check-Out.....	102
Library: Library Fines.....	103
Library: Library Use During School Hours.....	103
Library: Student Computer Use.....	104
Lockers.....	104
Lockers: Gym Lockers.....	104
Senior Lunch Privilege.....	104
Student Conduct: Detention.....	105
Student Organizations.....	105
Section 6: Cottage School Program.....	106
Introduction.....	107

Introduction: History	107
Introduction: Academic Program Philosophy	107
Introduction: CSP and College Pathways Classical Education Philosophy	108
Academics.....	108
Academics: Achievement Testing.....	108
Academics: Colorado Homeschool Law	108
Academics: Grades.....	108
Academics: Grades - Parent Grading Responsibilities.....	109
Academics: Parent Information and Training	109
Academics: Required Curriculum Materials	110
Co-Curricular Activities: Athletic Camps or Clinics.....	110
Communication.....	110
Communication: Parents who Hire Tutors to School their Children.....	110
Enrollment.....	110
Enrollment: Part-Time Enrollment.....	110
Enrollment: Required Homeschooling Forms to Submit	111
Schedule.....	111
Volunteers.....	111
Section 7: College Pathways.....	112
History.....	113
Philosophy.....	113
Philosophy: Academic Program	113
Philosophy: Objectives.....	114
Academics.....	114
Academics: Academic Help	114
Academics: Assessments.....	114
Academics: Classes, Homework, and Work-from-Home Policies.....	114
Academics: Field Trips.....	115
Academics: Grades.....	115
Academics: Graduation Requirements	116
Academics: Late Work Policy.....	117
Academics: Online Etiquette - Guidelines for Online Learning	118

Academics: Placement Testing.....	118
Academics: Responsibilities.....	118
Academics: Schoology	119
Academics: Schoolwork and Unexcused Absences	119
Academics: State Assessments for Full-time Students.....	119
Academics: State Assessments for Part-time Students.....	119
Academics: Student Technology Requirement	120
Academics: Study Halls.....	120
Academics: Supply Lists	120
Academics: Textbooks	120
Attendance: Absences for Athletic, Extracurricular, or other School-Sponsored Events.....	120
Co-curricular Opportunities within College Pathways	120
Co-curricular Opportunities within ASD20.....	121
Communication.....	124
Communication: Parent-Teacher Conferences	124
Enrollment.....	124
Enrollment: Add-Drop Courses Policy.....	124
Enrollment: Academic Advising Contacts	124
Enrollment: Part-Time vs. Full-time Program Requirements	125
Enrollment: College Course Registration – Concurrent Enrollment.....	126
Library.....	127
Safety	127
Safety: Closed Campus.....	127
Safety: Playground Rules	128
Safety: Student Supervision.....	128
Schedule.....	128
Schedule: Calendars	128
Schedule: Hours of Operation	128
Schedule: Snow Days	129
Schedule: Two-Hour Snow Delays	129
Schedule: Weather - Alternative Scheduled Class Sections.....	129
Student Conduct: Dress Code Policy	129

Student Conduct: Dress Code - General Dress Code Guidance.....	131
Student Conduct: Dress Code - Pants/Shorts/Skirts.....	131
Student Conduct: Dress Code - Shirts.....	131
Student Conduct: Dress Code - Sweaters/Sweatshirts/Jackets.....	132
Student Conduct: Dress Code - Neckties/Scarves/Belts.....	132
Student Conduct: Dress Code - Footwear.....	133
Student Conduct: Dress Code - Hair and Accessories.....	133
Student Conduct: Dress Code: Jewelry/Piercing/Tattoos.....	133
Student Conduct: Dress Code – Physical Education Classes.....	133
Student Conduct: Dress Code - Special Dress Days.....	134
Student Conduct: Dress Code - Casual Days.....	134
Student Conduct: Dress Code - Dress-Up Days.....	134
Student Conduct: Dress Code - Two-Hour Delays.....	134
Student Conduct: Plagiarism.....	134
Student Fees.....	135
Student Records.....	135
Student Records: Transcripts.....	135
Student Records: Home School Course Verification Credit.....	136

Handbook Introduction

The Parent-Student Handbook is provided as a resource to The Classical Academy (TCA) parents, students, and staff. Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are different from adults because school is a special setting. This handbook informs students of their rights and responsibilities as a TCA community member. It will help students be successful students and citizens in school. Please read it carefully and if there are questions, please ask the Principal or Assistant Principal.

Parents, students, and staff should read the entire handbook. Students and staff are held accountable to all TCA policies and the information contained in the handbook.

The TCA Parent-Student Handbook has seven (7) sections. The main section includes policies and procedures that apply to all TCA campuses. Sections 2-7 include school-specific policies and procedures, as well as campus-specific carpool information.

Under each heading in the handbook, applicable policies are listed, including a link to the policy itself. If anyone would like further information regarding any information listed in the handbook, please click on the policy link for that section.

TCA reserves the right to update policies and procedures at any time to promote the safe and efficient operation of TCA. Updated policies will be posted on the TCA website, with the handbook being updated annually.

Parental Acknowledgement of TCA Parent-Student Handbook

Per Colorado statute, TCA requests that all parents/guardians sign off on the TCA Parent-Student Handbook annually through the [Infinite Campus Parent Portal](#).

TCA Philosophy

Mission Statement

The Classical Academy exists to assist parents in their mission to develop exemplary citizens equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.

Core Values

TCA's educational philosophy is based on its core values and can be found here: [TCA Core Values](#).

Classical Education

The TCA model of education is whole person focused, relationship based, classically oriented and idea centered. TCA believes that a classical education intends to cultivate wisdom and virtue within our students. TCA believes that the aim of classical education is the lifelong pursuit of truth, beauty, and goodness and there are unifying, governing principles to be discovered through

reasoned discourse. In this pursuit TCA learns to know, not just to know about. The purpose of a classical education is an appropriate discipline of mind, body, and spirit to enable us to act in accordance with what is known, and it goes well beyond the bounds of information accrued.

TCA believes ideas nourish the mind and consequently offers an integrated curriculum that stresses the importance of great works of Literature, Art, Music, Science, Math, and History. Classical education is founded in the Western tradition and offers an intellectual framework that is both disciplined and liberating and in the words of Aristotle is complete and sufficient unto itself.

The purpose of a classical education is to teach students in a developmental, classical environment. In the lower grades, students use drills and practice to master the fundamental grammar for each subject. During the middle years, students are encouraged to expand their thinking and logic skills. Finally, in their high school years, students are expected to be able to formulate original, well-founded, and logically cohesive concepts and to be able to express them in an articulate manner. While the classical approach is rigorous, learning must also continue to be an enjoyable activity for students, with the use of observation, narration, and hands-on involvement in their learning.

Student Rights

Student Rights and Responsibilities: Overview

Students have the following rights:	Students share the following responsibilities:
Right to seek change	Responsibility to treat self and others with respect
Right to be free from discrimination	Responsibility to respect property
Right to free expression	Responsibility to keep school free of weapons
Right to free association	Responsibility to keep school drug and alcohol free
Right to peaceful assembly	Responsibility to keep school tobacco free
Right to individual dignity	
Right to be free from sexual harassment	
Right not to be bullied	
Rights relating to search and seizure	
Right to privacy of student records	

For specific and detailed information about rights, responsibilities and conduct expectations, please review the appropriate handbook section.

Student Rights: Balancing Rights and Responsibilities

With student rights come student responsibilities. In most cases, this means “follow the rules.” The rights of all others in the school environment are protected when students exercise responsibility and follow the rules.

The rules and regulations are designed to protect rights for all in the TCA community. Policies and procedures help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student's right to an education. Students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a "snitch" or a "tattle-tale." It is responsible citizenship that could save lives.

Student Rights: Freedom of Association

[\(ASD20 JICF\)](#)

Students are generally free to associate with, join, and participate in groups of their own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of others, or which disrupt the educational environment or the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

A significant exception to the right to freely associate is gang related activity. Policy prohibits gangs at school or at school-sponsored events. A "gang" is defined as any group of three (3) or more individuals who share a common interest, bond or activity that is characterized by criminal, delinquent, or otherwise disruptive conduct.

This conduct may be individual or collective. Student dress and appearance that is related to gang activity is also prohibited. Likewise, gestures, signals or graffiti related to gang activity, including initiations and hazing, will not be tolerated. Individuals violating the provisions of this policy are subject to suspension and expulsion. In addition, the appropriate law enforcement agency may become involved.

Student Rights: Freedom of Expression

[\(ASD20 JICE\)](#), [\(ASD20 JKD/JKE\)](#), [\(JICA-TCA-B\)](#), [\(JICA-TCA-E\)](#), [\(TCA JICA-TCA-S\)](#), [\(JICA-TCA-CP\)](#)

Students have a limited right to free expression. This right is found in the First Amendment of the United States Constitution. In the classroom, this means that a student may express one's opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities, a student also has a limited right of free speech. The limitation on a student's right to speak is that the speech must not create a material and substantial disruption to the educational process, or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities.

These legal requirements apply to whatever a student writes or says when at school or during school activities. If a student crosses the line from protected speech, where one is expressing a point of view or opinion, to speech, which creates a material and substantial disruption, a student may face disciplinary consequences.

Student Rights: Freedom of Peaceful Assembly

The First Amendment of the United States Constitution allows students at a school to peacefully assemble on the school grounds, in compliance with attendance rules and procedures as well as building regulations.

Student Rights: Right to Individual Dignity

(AC-TCA)

Every person is entitled to be treated with respect and dignity regardless of disability, race, religion, creed, color, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, national origin, ancestry, social status, religion, age, need for special education services, conditions related to pregnancy or childbirth, or any other protected class.

The dignity of everyone is best served when all concerned, whether staff or students, treat one another respectfully. TCA is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards students, staff, and parents.

Student Rights: Right to be Free from Sexual Discrimination and Harassment

(AC-TCA), (AC-TCA-R2)

Sexual discrimination or harassment is not permitted at school, including sexually oriented remarks, behavior, or jokes that make a student uncomfortable. Students are encouraged to clearly indicate that the remarks or behavior are not welcome and are offensive. The offensive activity needs to be reported to an adult such as a counselor, teacher, principal, or compliance officer.

Student Rights: Right to Seek Change

Students and parents are encouraged to participate in or seek change in the operation of TCA in a variety of ways. Parent informational nights are held during the year to both provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the Principal or the Board of Directors. Individuals may also provide direct input to staff members. It is TCA policy to attempt to resolve situations at the lowest level. Therefore, if a situation involves an individual teacher or staff member, that person should be contacted first before elevating the issue to the Principal, President, and finally the TCA Board of Directors.

Academics

Academics: Academic Rights

To function well in the classroom, a student must have a clear understanding of what a teacher expects. Therefore, a student has the right to know exactly what the requirements are for each course in which one is enrolled. If the requirements seem unclear to a student, or if a student has questions, a student does not only have the right, but also an obligation to oneself, fellow classmates, and the teacher, to ask for clarification.

Students also have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students.

Academics: State Assessments

(IKA-TCA)

State and federal laws require all full-time TCA students to take standardized assessments in the instructional areas of English Language Arts, Math, Science, and Social Studies. Traditional Elementary and Junior High schools take Colorado Measures of Academic Success (CMAS) assessments. TCA High School and College Pathways take the College Board Preliminary Scholastic Aptitude Test (PSAT) and Scholastic Aptitude Test (SAT) assessments. State assessment results shall be included in each individual student's student record and will be provided to parents/guardians annually.

TCA shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment or assessments, and the student will not be prohibited from participating in an activity or from receiving any other form of reward that the school provides to students participating in the state assessment.

Accreditation

TCA is accredited through Academy School District 20 (ASD20). TCA is a nonreligious, nonsectarian, public charter school. TCA is registered with the Colorado Department of Education (CDE) as four (4) legal schools:

1. 1627 - The Classical Academy Charter: TCA Central Elementary, TCA East Elementary, TCA North Elementary, and TCA Cottage School Program operate under this registration.
2. 1629 - The Classical Academy Middle School: TCA Junior High School operates under this registration.
3. 1630: The Classical Academy High School
4. 8779: TCA College Pathways

TCA regularly meets all of ASD20's accreditation requirements as outlined in its accreditation manual: [Accountability & Accreditation | Academy District 20 \(asd20.org\)](https://www.asd20.org/Accountability%20&%20Accreditation).

Attendance

(ASD20 JE), (ASD20 JH), (JHB-TCA)

Attendance: Introduction - Responsibility to Attend School

Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades.

Colorado law requires every student who is age six (6) by August 1 and under 17 to attend school for a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parents have a legal obligation

to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

Any student enrolled in any TCA program must be a resident of Colorado. Pursuant to 1 CCR 301-71-8.06, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon enrollment and annually thereafter, for all students enrolled in online schools or programs. Colorado residency is determined by the student and parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes.

Attendance: Attendance Procedures

Parents/guardians should report absences to the school office within thirty (30) minutes of when the student is expected to be in school. Absences must be cleared within twenty-four (24) hours by phone call, email, or signed note.

Attendance: Excused and Unexcused Absences

(ASD20 JE)

A principal has the authority to determine if an absence is excused or unexcused. Excused absences include:

1. Absences approved by the principal or designee.
2. Absences due to temporary illness or injury.
3. Absences for an extended period of time due to physical, mental, or emotional disabilities.
4. Absences due to being in the custody of the court or law enforcement authorities.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered in the student's record. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused. Medical notes may be required if a student has excessive absences. When a student has an excessive number of absences, whether excused or unexcused, the absences negatively impact the student's academic success.

Attendance: Pre-Arranged or Extended Absences

(TCA Pre-Arranged Absence Forms)

Pre-excused absence forms need to be completed at least one week in advance for anticipated absences. Please use the appropriate campus form. Prior arrangements need to be made with teachers, regarding required work to turn in and a plan made for taking any assessments.

Family trips and non-school activities may be considered an unexcused absence. Filling out a pre-arranged absence form does not negate an unexcused absence or classification of chronically absent or habitually truant. If a student is going to be absent for more than two (2) weeks, parents/guardians need to notify the school principal.

Attendance: Tardiness

(ASD20 JH)

It is the responsibility of parents to ensure that their student(s) arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others.

Students must be in their assigned classrooms and ready to begin instruction at the time the class is scheduled to begin, or they will be counted tardy. "Tardiness" is defined as the appearance of a student without proper excuse after the scheduled time that a class begins.

Parents/guardians shall be notified of all tardies via Infinite Campus.

Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.

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

Attendance: Truancy - Chronically Absent

(ASD20 JH)

When a student has an excessive number of absences, these absences negatively impact the student's academic success. Per Colorado statute, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for the purpose of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a conference with the parent/guardian and development of an attendance plan. When practicable, the student's parent/guardian shall participate in the development of the plan.

Attendance: Truancy - Habitually Truant

(JHB-TCA)

Per Colorado statute, a student enrolled in a TCA traditional program may be considered habitually truant if a student is absent from school:

1. Four (4) unexcused absences from class or school in one month; or
2. Ten unexcused absences from class or school during a school year.

A student enrolled at TCA Central Elementary, TCA East Elementary, TCA North Elementary, TCA Junior High, or TCA High School is considered to be enrolled in a TCA traditional program.

If a TCA Cottage School Program student is absent from school two unexcused absences from class or school in one-month (or the equivalent of two (2) days of class time) or five (5) unexcused absences from class or school during a school year (or the equivalent of five (5) days of class time), the student may be considered truant.

If a TCA College Pathways student accrues four (4) absences (or the equivalent of eight (8) hours of in- class time) in a semester or eight (8) absences (or the equivalent of sixteen (16) hours of in-class time) in a school year, the student may be considered truant.

If a student is deemed to be habitually truant, a meeting between administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interests of the child's educational process.

Discrimination

Discrimination: Annual Nondiscrimination Notice

TCA is committed to a policy of nondiscrimination. Respect for the dignity and worth of everyone shall be paramount. Accordingly, TCA has a "no tolerance" policy with respect to acts of discrimination or harassment. All TCA educational programs, activities, and employment opportunities offered by the school are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, need for special education or conditions related to pregnancy or childbirth. With respect to employment practices, TCA does not discriminate based on age, genetic information, and conditions related to pregnancy or childbirth.

Protecting against and not tolerating discrimination and harassment is consistent with TCA's Core Values and Creed, which states that "Titans love, respect, and protect one another. Striving to be our best, do our best, and give our best to the world." Policy AC-TCA: Nondiscrimination and Equal Opportunity was recently updated and is available by clicking [\[here\]](#). This policy and its accompanying policies outline the procedures on how students, parents, staff, and the community may file complaints and how TCA will work to resolve all complaints.

TCA is committed to conducting prompt investigations. Any students or staff found to have engaged in any type of discrimination or harassment will be disciplined, and if circumstances warrant, suspension or expulsion of students may result. Consequences of discrimination against employees may include, but are not limited to, termination of employment. Please work together to prevent all types of discrimination and harassment.

Any student, staff member, or parent should report any discrimination or harassment, including any Title IX, Section 504, or ADA complaints, to any TCA principal, assistant principal, counselor, or one of TCA's Compliance Officers/Title IX Coordinators:

Cheryl Birkey

Compliance Officer/Title IX Coordinator
975 Stout Road, Room 3422
Colorado Springs, CO 80921

Myra Valdéz

Compliance Officer/Title IX Coordinator
975 Stout Road, Room 1114
Colorado Springs, CO 80921

(719) 488-3422
cbirkey1@asd20.org

(719) 488-6220
mvaldez@asd20.org

Discrimination: Discrimination or Harassment Complaints

[\(AC-TCA\)](#), [\(AC-TCA-R1\)](#), [\(AC-TCA-F1\)](#)

Anyone in the TCA community is able to file a discrimination or harassment complaint by reporting it to a principal, assistant principal, or a compliance officer. A complaint form is available on the TCA website.

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204.

Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Discrimination: Equal Educational Opportunities

[\(ASD20 JB\)](#)

Every TCA student shall have equal educational opportunities through programs offered in the school district regardless of disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, need for special education services, or conditions related to pregnancy or childbirth.

Discrimination: Sexual Harassment

[\(ASD20 JBB\)](#), [\(AC-TCA-R2\)](#)

TCA recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which student can learn.

TCA is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Health Services

Health Services: Introduction - Student Health and Wellness

[\(ASD20 ADF\)](#)

TCA is committed to promoting children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The health office is available to students if they are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home.

Health Services: Health Care Plans

(Health Care Plan Forms)

Please submit a Health Care Plan if a student has any special health care need or medical condition. This will assist the School Nurses and Health Paraprofessionals in providing the best care possible to the child while at school.

Health Services: Immobilizers and Mobility Devices

All students who return to school with an immobilizer including a cast, splint, brace, sling, or boot or a mobility device including crutches, scooter and wheelchair must have a licensed medical doctor's note which includes the following:

1. Date of visit, diagnosis, doctor/provider's signature, and stamp.
2. Any restrictions (P.E., sports, recess, weight-bearing, stairs, etc.).
3. Date(s) of restrictions.
4. For crutches, the doctor/provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches.

Health Services: Immunizations

(ASD20 JLCB), (ASD20 JLCB-R), (ASD20 JLCB-E-2)

1. Required and Recommended Immunizations

- Colorado law requires students who attend a public school (grades K-12) to be vaccinated against many of the diseases vaccines can prevent, unless a certificate of exemption is filed. For more information, [\[click here\]](#). All students must be vaccinated against:
 - Diphtheria, tetanus, and pertussis (DTaP, DTP, Tdap)
 - Hepatitis B (HepB)
 - Measles, mumps, and rubella (MMR)
 - Polio (IPV)
 - Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering grade 6 must receive one dose of Tdap vaccine, even if they are under 11 years of age. Vaccine schedules can be found at cdc.gov/vaccines/schedules/parents-adults/resources-parents.html.
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease, and human papillomavirus, but are not required.

2. Exclusion from School

- Immunization records or exemption forms must be submitted to TCA prior to the start of the school year, or a student may be excluded from school if the school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for the student on file.
- If someone gets sick with a vaccine-preventable disease or there is an

outbreak at the student's school and a student has not received the vaccine for that disease, the student may be excluded from school activities. For example, if a student has not received an MMR vaccine, they may be excluded from school for twenty-one (21) days after someone becomes ill with measles.

3. Questions?

Healthcare providers licensed to give vaccines, or a local public health agency can assist parents/guardians about which vaccines a student needs or if there are questions. For further information see: SpreadTheVaxFacts.com, immunizeforgood.com/ and cdphe.colorado.gov/immunization-education.

4. Paying for Vaccinations

To find free or low-cost vaccines and providers go to COVax4Kids.org, contact a local public health agency, or call the state health department's Family Health Line at 1 (303) 692-2229 or 1(800) 688-7777. Contact the local public health agency at: cdphe.colorado.gov/find-your-local-public-health-agency.

5. Vaccination Records

- Every time a student's vaccines are updated, please provide an updated vaccine record to the health room.
- Need to find a student's vaccine record? It may be available from the Colorado Immunization Information System. Visit COVaxRecords.org for more information.

6. Exemptions

- If a student cannot get vaccines because of medical reasons, a parent/guardian must submit a Certificate of Medical Exemption to the school, signed by a health care provider licensed to give vaccines. The certificate needs to be submitted whenever a student's information changes or the student changes schools. The form is available at cdphe.colorado.gov/vaccine-exemptions.
- If a parent chooses not to have a student vaccinated according to the current recommended schedule because of personal belief or religious reasons, the parent must submit a Certificate of Nonmedical Exemption to the school.
- Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30 of the following year). There are two ways to file a nonmedical exemption.
 - File the Certificate of Nonmedical Exemption with a signature from an immunizing provider; or
 - File the Certificate of Nonmedical Exemption received upon the completion of the online education module. Downloadable certificates and an online education module are available at: cdphe.colorado.gov/vaccine-exemptions
- Please contact the school nurse or health office if there are any questions regarding immunizations.

Health Services: Life-Threatening Allergies

([ASD20 JLCDA](#)), ([ASD20 JLCD](#))

TCA recognizes that many students are being diagnosed with potentially life-threatening food management of food allergies and anaphylaxis among students, TCA requires the following:

1. Health Care Plan

The school nurse, or a school administrator in consultation with the school nurse and parent, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders.

2. Reasonable Accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), or other plan developed in accordance with applicable federal law shall meet this requirement.

3. Access to Emergency Medications

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. The student's parent/guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with ([ASD20 JLCD](#)), Administering Medications to Students. Even if the student is authorized to self-carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

4. Staff Training

The principal or designee, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day.

Health Services: Medical Marijuana Administration

([ASD20 JLCDB](#)), ([ASD20 JLCDB-E](#))

Administration of medical marijuana to qualified students may be completed on school campus only by a primary caregiver and in complete compliance with [ASD20 JLCDB](#) and [ASD20 JLCDB-E](#).

No student is permitted to possess any type of marijuana, medical marijuana products (regardless of CBD or THC levels), or items the student believes to be any such substance at school activities or on school property at any time. Any such possession will be disciplined per [ASD20 JICH](#) and [ASD20 JICH-R](#).

Health Services: Medications

([ASD20 JLCD](#)), ([ASD20 JLCD-E](#))

Parents are encouraged to administer medication to their children outside school hours if possible. Parents are expected to bring medications to school and leave them with health room personnel who will be administering the medications. All prescription medications kept at school, require the completion of a [Permission to Administer Medication Form](#). This Form must be signed by a parent and a physician with prescriptive authority. One form per medication is

required. In addition, the medication must come in the original container with the student's name on it or the labeled prescription bottle. The form must include:

1. Student's name
2. Name of medication
3. Amount of medication to be administered.
4. Time medication is to be administered.
5. Date medication is to be stopped.
6. Permission for the school to administer the medication.
7. For medications administered on an "as needed basis" the note must indicate the amount to be administered, the frequency, and the reason for giving the student the drug.
8. Physician's signatures are no longer required for over the counter (OTC). Medications may be administered at a campus nurse's discretion, but a parent's signature will be required.

In fairness to those responsible for administering the medications as well as for the safety of the child, all medication procedures mentioned above and outlined below must be strictly followed. This is not meant to be an inconvenience, but to ensure the health and well-being of all students.

No medication will be given if it comes in a plastic bag, plain bottle, envelope, etc. Medications will not be given unless accompanied by a completed Permission to Administer Medication Form. If there are any questions, contact Head Nurse Kristen Law at: klaw@asd20.org.

1. **High School Students (grades 9-12):** High School students are permitted to transport their medications, excluding controlled substances, to and from school and on field trips unless determined by the nurse, a parent, or staff that this is not the case. If there are questions, the nurse makes the final decision. High School students, who are mature and capable of taking their own over the counter or prescription (non-controlled) medications, may do so as instructed by their physician or parent. High School students are not allowed to distribute, purchase or exchange medications with other students. Doing so could result in disciplinary action.

All controlled medications are kept in the health room. Parents are required to bring controlled medications to school and leave them with office personnel who will administer the medication. For safety reasons, no controlled medications will be sent home with students. Controlled medications include, but are not limited to, antidepressants, stimulants, antipsychotics, and anticonvulsants.

2. **Junior High (grades 7-8):** Parents are expected to bring medications to school and leave them with health room personnel who will be administering the medications. For safety reasons, no medications will be sent home with Junior High students.
3. **Elementary (grades K-6):** Parents are expected to bring medications to school and leave them with health room personnel who will be administering the medications. For safety reasons, no medications will be sent home with students in elementary school.

Per state law, students are allowed to carry and administer naloxone, a drug used to reverse opiate overdoses, at school without risk of discipline or confiscation. The school health room is available to all students who may need assistance with the administration of naloxone.

Health Services: Non-FDA Approved Substances

For all medications administered to students, nurses are accountable for knowing therapeutic effects, safe dosage, contraindications, and potential side effects. For this reason, nurses (or any TCA staff) will not administer non-FDA approved substances at school, including herbs, supplements, essential oils, etc.

Safety

Safety: Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, TCA has asbestos management plans available for review at the TCA North Campus, 975 Stout Road, Colorado Springs, CO 80921. Contact the Safety Officer/Risk Manager with any questions. Telephone: (719) 488-6231.

Safety: Child Abuse

Notice to all parents/guardians of TCA students: TCA is obligated by federal, state, and local laws to inform all parents-guardians of the following statutes concerning alleged child abuse or neglect:

1. By law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to TCA and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview.
2. Legally, TCA also needs to inform parents that any TCA employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally required to report or cause a report to be made of such fact to the DHS immediately. Therefore, if a discussion between a TCA employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is required by law to report the parent or guardian to the DHS immediately.

Safety: Pets on Campus

For safety and health reasons, animals, including leashed pets, may not be brought to the school grounds unless they are a registered service animal.

Occasionally, administration will approve short-term visits of animals. Arrangements must be made at least one week in advance. No animal can be brought to school without prior approval. Students must obtain permission from the teacher. Staff must obtain authorization from the principal. The school nurse will be notified and will communicate with families of students with

special health considerations. Animals must remain under the control of a responsible adult at all times on a leash or harness or will be housed in a suitable container.

Safety: Safe2Tell®

Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 1(877) 542-SAFE [1(877) 542-7233] or online at Make a Report.

Safety: Sex Offenders Notification

Colorado Revised Statute §22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following: [El Paso County Sex Offender Search](#) or [Colorado Springs Sex Offender Information](#). For additional information parents may also contact ASD20's Executive Director for Security at: (719) 234-1300.

Safety: Visitors

Parents/guardians are always welcome to visit the school occasionally, as long as the educational environment is not interrupted. It is requested that all parents check in with the front office before going to a classroom. Visitation by other students, including friends and relatives, is not permitted.

All visitors are required to go through the campus security kiosk and receive a visitor sticker.

Alumni wishing to visit should have a prearranged meeting scheduled. Otherwise, alumni are welcome to visit before or after school hours.

Safety: Volunteers

[\(Volunteer Application Packet\)](#)

All volunteers, including parents/guardians, must go through the volunteer application process, including finger printing and a background check. All volunteers must be eighteen (18) or over.

Student Conduct

[\(ASD20 JIC\)](#)

It is the TCA's intention that its schools help students achieve maximum development of individual knowledge, skills, and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

TCA, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly, and consistently for all students.

All administrative policies and regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally required code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The President shall arrange to have the conduct and discipline code distributed once to each student in elementary, junior high and high school and once to each new student. The President shall ensure reasonable measures are taken to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school.

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the TCA board in all TCA staff members, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All TCA staff members shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Student Conduct: Administration Office Referrals

Administrators will notify parents/guardians of any office referral. The following are example behaviors that will lead to a disciplinary referral to the administration:

1. Disrespect shown to any staff member. The staff member will determine whether disrespect has been shown.
2. Bullying, harassment, or discrimination of TCA students, staff, or visitors. This includes verbal or physical interactions, gestures, or any other action whether in person or on social media, intended to intimidate or threaten an individual.
3. Dishonesty in any situation while at school.
4. Rebellion, i.e., outright disobedience in response to instructions.
5. Fighting or inappropriate physical contact
6. Obscene language or gestures
7. Possession of a knife at school
8. Habitual disruption of the educational process
9. Stealing or taking something that does not belong to a student, regardless of value.
10. Vandalism
11. Truancy or when a student "skips" school and is absent without permission.
12. Cheating including:
 - Copying the homework/classroom work of another student.
 - Permitting a fellow student to copy homework or classroom work.
 - Copying from another student during a test, quiz, or assessment.
 - Looking at or possessing a copy of an assessment not yet taken.

- Use of notes or cheat sheet during an assessment unless permitted by the teacher.
 - All incidents of cheating will receive a zero for the paper, quiz, test, or assignment.
13. Plagiarism is any instance, whether intentional or unintentional, where a student includes non-original material in their work without giving credit to the original author.
 14. Participation in an alleged activity could warrant a suspension.
 15. Violation of school dress code
 16. Inappropriate network use

Student Conduct: Behavior Expectations

TCA behavior expectations and policies are designed to help establish a safe environment, free from material and substantial disruptions for all students, parents, staff, and visitors. TCA expects that students will conduct themselves in compliance with all school rules; learn and assume responsibility for their behavior; and obey the directives of school authorities.

1. Students are expected to always show consideration for their teachers and their classmates. Students are expected to cooperate using traditional standards of behavior and conversation. This includes referring to elders as “Ma’am” and “Sir,” especially when being corrected in any way. Respectful communication should occur if students have any questions regarding teachers’ instructions. There should be no talking back or arguing with teachers or other staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
2. Public displays of affection are not permitted at school or school activities. Any physical contact between students at school should be friendly in nature, and not romantic or sexual. An occasional brief hug, pat on the back or high five in the hallway is considered a display of friendship. Students should remember that many peers do not want any physical contact, even from close friends, and these boundaries need to be respected.
3. Students should eat or drink in designated areas only. Students should not take food or drink into the library, computer labs or science labs. Students are not allowed to chew gum on campus at any time.
4. Students are expected to be aware of and avoid any off-limits areas of the buildings or grounds. This is especially true of any construction areas which are usually separated by various types of fencing or barriers.
5. Classroom Behavior - Students are expected to:
 - Enter classrooms in an orderly manner.
 - Get to their desks, be seated, and be quiet at the designated class start time.
 - Pick up any trash around their desks and help to maintain a neat classroom environment, and refrain from throwing any objects in the classrooms.
 - Leave the teacher's desk, chair, reference books, and whiteboard undisturbed and untouched unless the teacher gives permission.
 - Keep their feet off desks and other furniture and refrain from sitting on top of the desks.
 - Adjust blinds, rearrange desks, or open or close windows only with permission from the teacher.
 - Honor the classroom environment and refrain from:
 - passing notes or asking others to pass notes.
 - talking while the teacher or other students are talking.

- working on other homework assignments during class until the teacher has completed the day's instruction, and until they have finished their current class's assigned work.

Student Conduct: Bullying

(JICDE-TCA)

TCA supports a school climate that is free from threats, harassment, and all types of bullying behavior. All types of bullying are unacceptable. "Bullying" is defined as "the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of physical act or gesture." Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, the need for special education services, weight, height or body size whether such characteristic(s) is actual or perceived. Bullying does not necessarily include all conflicts between students.

Bullying, retaliation, and false accusations are prohibited behaviors on district or school property, at district or school sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any school curricular activity or event.

A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion, and/or referral to law enforcement authorities.

TCA cannot respond to allegations of bullying unless it knows about them. TCA encourages all students and parents to report bullying to an administrator.

Student Conduct: Code of Conduct

(JICDA-TCA)

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school or district buildings, on school or district grounds, in school or district vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

4. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in “hazing” activities, i.e., forced prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of [TCA Policy JICDE-TCA](#) on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of TCA or ASD20 building policies or regulations.
10. Violation of [ASD20 Policy JICI](#) on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of [ASD20 Policy JICH](#) or TCA parent-student handbooks on alcohol use/drug use.
12. Violation of [TCA Policy ADC-TCA](#) on tobacco-free schools.
13. Violation of [TCA Policy AC-TCA-R-2](#) on sexual harassment.
14. Violation of [TCA Policy AC-TCA](#) on nondiscrimination.
15. Violation of [TCA Policies JICDA-TCA-B](#), [JICA-TCA-E](#), [JICA-S-TCA](#) and [JICA-CP-TCA](#) on dress code.
16. Throwing objects, unless part of a supervised school activity, can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school’s ability to provide educational opportunities to other students or school personnel.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
24. Violation of [ASD20 Policy JKD/JKE](#) on violent and aggressive behavior provisions within the suspension and expulsion policy.
25. Violation of [Policies JICJ-TCA-B](#) and [JICJ-TCA-R](#) on student use of cell phones.

Student Conduct: Drug and Alcohol-Free School

([ASD20 JICH](#)), ([ASD20 JICH-R](#))

TCA is a drug-free and alcohol-free school consistent with federal and state statutes. No staff, student, or member of the community is permitted to be in possession of any type of drugs, drug paraphernalia, alcohol, or other controlled substances when on school premises or at school activities. No marijuana or medical marijuana products whether prescribed or over-the-counter (regardless of CBD or THC levels), or any items anyone believes to be marijuana are permitted on campus.

It shall be a violation of school policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. Sharing any controlled substance, including prescription medication, is also a violation of school policy. To promote a healthy and safe learning environment, the school will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs, possess drug paraphernalia, or are under the influence of alcohol or drugs may be suspended. Distribution, selling, and/or giving of drugs and/or alcohol at school is a mandatory expulsion.

Student Conduct: Physical Intervention

([ASD20 JKA](#)), ([ASD20 JKA-R](#)), ([ASD20 JKA-E-2](#))

Any person employed by TCA, within the scope of one's duties may use reasonable and appropriate physical intervention with a student, p does not constitute restraint to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property, which could lead to physical injury to the student or others.

Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with policy. Under no circumstances shall a student be physically held for more than one minute unless the restraint provisions outlined in policy are followed. See Student Services: Physical Restraint paragraph in this manual.

Student Conduct: Responsibility to Carry Identification

For the protection of all, it is all secondary students' (grades 7-12) and parents' responsibility to identify oneself when requested by school authorities or any adult member of the TCA community.

School identification cards are provided to all secondary students at the beginning of each school year. Identification cards should be offered voluntarily in the school building, on school

grounds, on the bus, at the bus stops or at school activities even though such events may be located off campus.

Student Conduct: School Property

Students are expected to treat all property with care and respect. This applies not only to property of the school, but also to private property brought to school by staff, other students, or visitors. This also applies to property surrounding the school, whether owned by businesses or the homes of individuals.

Student Conduct: Student Interrogations, Searches, and Arrests **(ASD20 JIH)**

TCA administration seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

1. Interviews by School Administrators

When a violation of school policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made. Likewise, if the suspected perpetrator is a staff member, no contact will be made with the staff member.

In situations where a student is suspected of violating District policies or school rules, the principal or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present one's side of the story, orally or in writing.

2. Searches Conducted by School Personnel

School principal or designee may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized, or contraband materials. Security may assist the principal or designee in article and vehicle searches and recovering and rendering safe a firearm or other dangerous weapon.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested by the school administration. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

3. **Search of School Property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks, and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

4. **Search of the Student's Person or Personal Effects**

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of school policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing by a staff member who is the same sex as the student being searched. Searches may necessitate the removal of shoes, socks, gloves, caps, or other items covering a student's head or limbs. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Except in situations presenting a significant risk to the safety or welfare of students, school personnel, or property, personal searches of a student shall be conducted in a private room by a person of the same sex as the student and witnessed by another person of the same sex as the student.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

5. **Detection Canines**

Searches of school facilities, lockers, personal property, cars, and parking lots may be conducted by the school principal or designee assisted by persons utilizing trained detection canines.

6. Seizure of Items

Anything found in the course of a search conducted by a school administrator which is evidence of a violation of law or District policy or school rules or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

7. Law Enforcement Officers' Involvement - Interrogations and Interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

8. Search and Seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school staff member shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

9. Custody and/or Arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law will be followed by law enforcement officers conducting student arrests. However, ASD20 or TCA staff are not responsible for an officer's legal compliance when arresting a student.

Student Conduct: Suspension and Expulsion

([ASD20 JKD/JKE](#)), ([ASD20 JKD/JKE R-1](#)), ([ASD20 JKD/JKE R-2](#)) ([ASD20 JK](#)), ([ASD20 JCH](#)), ([ASD20 JLCB](#)), ([ASD20 JKD/JKE R-1](#)), ([ASD20 JKD/JKE R-2](#)), ([ASD20 JK](#)), ([ASD20 JCH](#)), ([ASD20 JLCB](#))

TCA shall provide due process of law to students, parents/guardians, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

Certain offenses may require TCA to automatically expel a student based on district policy and state law. Those reasons are:

1. Distribution, selling, and/or giving of drugs and/or alcohol;
2. Brought and/or possessed a dangerous weapon at school per ASD20 policy and state laws;
3. Failure to submit certification of immunization during suspension period per ASD20 policy;
4. Upon adjudication or conviction of a person under the age of eighteen years for an offense specified in state statute 22-33-106 (1)(d) and a court notifies the school that the student is subject to expulsion; and
5. Unlawful sexual behavior or crime of violence per ASD20 policies and state law.

For expulsions, TCA will follow [ASD20 Policies JKD/JKD](#), [JKD/JKE-R-1](#), and [JKD/JKE-R-2](#), with a TCA principal or assistant principal recommending expulsion to the TCA President. There is a process available for the student or the student's parents to request a hearing from the TCA President and submit an appeal to the TCA Board of Directors.

Student Conduct: Tobacco-Free Campus

([ADC-TCA](#))

TCA is a tobacco-free school consistent with federal and state statutes. Smoking, chewing, vaping, possession, or the any use of any tobacco product by staff, students, and members of the public is prohibited on all school property, at school activities, and during carpool. Students are not permitted to have any tobacco products, including electronic cigarettes or vaping paraphernalia, at any school activities or on school property at any time.

Student Conduct: Weapons

([ASD20 JICI](#))

Any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, (including in any vehicle on school grounds), or at any school sponsored event shall be recommended for expulsion. The following are dangerous weapons: firearms (including air guns and pellet guns--loaded or unloaded, operable or inoperable), firearm facsimiles, any fixed blade knife with a blade length of greater than three (3) inches, any spring-loaded or pocket knife with a blade of more than three and a half (3½) inches, any knife used to threaten harm to others, brass knuckles, bludgeons or any other device or substance that is intended to be used to inflict serious bodily injury or death. In accordance with

federal law, expulsion shall be mandatory for a student who is determined to have brought a firearm or possessed a firearm at school.

Student Conduct: Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedure, and possible criminal prosecution. Any intentional act that requires repair or replacement on district technologies or data is also considered vandalism.

Student Fees

(JQ-TCA)

The TCA Board of Directors approves all student fees annually and the schedules are posted on the TCA website each May.

If TCA has made a reasonable effort to obtain payment for student fees, the student still has unpaid fees, and the family is not on a payment plan, TCA may deny a student the privilege of participation in non-curricular activities. Examples of non-curricular activities include athletics, 8th grade dinner dance, Student Council events, prom, and the graduation ceremony.

Student Fees: Healthy School Meals for All

All TCA campuses, except College Pathways, participate in the Colorado Healthy School Meals for All program.

1. ASD20 and TCA have opted into the Healthy School Meals for All program.
2. All students will have access to reimbursable lunch school meals at their school at no cost.
3. A la carte purchases and the cost to double a meal will continue to be offered for a fee. These purchases will be charged to the student's meal account, or the student may pay for the food items with cash.
4. Sodexo will no longer be offering credit to students (since one meal is free). Students must have money in their account if they want to buy a second meal or an a la carte item.
5. Qualifying families should still submit applications for Free or Reduced Meal status, including the Release of Information form, to qualify for fee reductions for athletics, activities, and course fees.

Student Fees: Program Student Fees Assistance

Through application to the Free and Reduced Meal program (FARM), certain school fees may be reduced or waived for families. Information regarding the program and applications is available at <https://www.asd20.org/nutrition-and-food-services/free-and-reduced/>. All TCA families are eligible to apply through the ASD20 program.

Please be sure to fill out the Release of Information form so the TCA Finance Department has the information and can apply it to one's family's student fees as applicable.

The Free and Reduced Meals application deadline is September 30 each year. Beginning this year, if a family misses the application deadline, fees will no longer be adjusted retroactively. Moving forward, if a family qualifies for FARM but turns in their application after September 30, their fees will be reduced from that point on, but fees will not be adjusted that have already been paid.

Student Records

([ASD20 JRA/JRC](#)), ([ASD20 JRA/JRC R](#)), ([ASD20 JRA/JRC E 1](#)), ([ASD20 JRA/JRC E 2](#))

All TCA students must have records in Infinite Campus. As a Colorado public school accredited through Academy School District 20 (ASD20), Infinite Campus data is shared with both ASD20 and the Colorado Department of Education.

Student Records: Child Custody

([ASD20 KBBA](#))

If any parent/guardian has a court order that limits the rights of another parent/guardian in matters such as custody, records access, or visitation, please provide a copy to the school office or to the Registrar's office. Unless such a court order is on file with TCA, the school must provide equal rights to all guardians. Staff rely on Infinite Campus for guardianship information and to determine household arrangements. Notify the Registrar's office if any information including addresses, household members, or names have changed.

Student Records: Emergency Contact

At TCA, anyone listed as an emergency contact in Infinite Campus is approved to pick-up a student after school (carpool) and may be contacted in an emergency if a parent/guardian cannot be reached and the student must be picked up from school.

A parent/guardian may update a student's emergency contact(s) at any time through the [Infinite Campus Parent Portal](#).

Student Records: FERPA Notice for Directory Information

([ASD20 JRA/JRC](#))

The Family Educational Rights and Privacy Act (FERPA) requires that TCA, with certain exceptions, obtain a parent's/guardian's written consent prior to the disclosure of personally identifiable information from a child's education records. However, TCA and ASD20 may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised ASD20 to the contrary in accordance with ASD20 procedures. The primary purpose of directory information is to allow TCA to include this type of information from a child's education records in certain school publications. Examples include:

1. A playbill, showing a student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, show weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Information to military recruiters only applies to grades 10-12. For data to not be included in the report that goes out to military recruiting offices in November of each year, parents/guardians need to either opt out via the Infinite Campus Parent Portal or submit the form to the TCA Registrar Office by the end of October. Please contact the TCA Registrar at TCARegistrar@asd20.org.

If a parent does not want TCA to disclose directory information from a child's education records without prior written consent, a parent may opt out using the Infinite Campus Parent Portal. Contact the school if computer access is needed.

TCA has designated the following information as directory information:

1. Student's name
2. Photograph
3. Student's grade
4. Dates of attendance
5. Enrollment status
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Major field of study
9. Degrees, honors, and awards received
10. The most recent previous educational agency or institution attended

Please note that FERPA contains a specific exclusion for records such as investigative reports, risk assessments, and other records created and maintained by school security personnel, which may be disclosed without consent. 20 U.S.C. § 1232g(a)(4)(ii)(B)(II).

[Student Records: Records Requests and Requests to Amend Student Records \(ASD20 JRA/JRC\), \(ASD20 JRA/JRC-R-1\), \(ASD20 JRA/JRC-E-1\)](#)

Please contact the TCA Registrar for all records requests, requests to amend student records or to request records hearing at TCARegistrar@asd20.org.

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed forty-five (45) days).

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$0.25 per page.

Student Records: Sharing/Release of Student Information **([ASD20 JRCA](#))**

To the extent required or allowed by state law, TCA will facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student, pursuant to this policy, are immune from civil and criminal liability if they act in good faith compliance with state law.

Within the bounds of state law, school personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including FERPA.

Student Records: Special Populations **([ASD20 JFABD](#)), ([ASD20 JFABD-R](#))**

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. This includes a loss of housing due to a fire, flood, a parent's separation or divorce, or other economic hardship. For more information about services for homeless students, contact the TCA Director of Student Support Services, a TCA principal, a TCA counselor, or the ASD20 Special Populations Aubrey Ranson at aubrey.ranson@asd20.org or (719) 234-1362.

Student Records: Third Party Consent for Release of Student Information **([Third Party Consent Form](#))**

If a parent wishes to allow a third party (for example, a stepparent) access to personally identifiable information from a child's education records, please contact an administrator to request a third-party consent form. The form gives the person access to all student records, including academic, behavior, and medical information. It does not give decision-making authority. (A power of attorney is needed to give decision-making authority.) Each parent or guardian must complete the form for each student and have the signature notarized. Return the notarized form(s) to an administrator. The permission will be effective at all TCA campuses until a parent/guardian revokes permission in writing and submits the revocation to the principal, or the student leaves TCA or graduates.

Student Services

Student Services: Mental Health Services

TCA also has a school psychologist to provide a variety of mental health services. Students or parents should contact the school office for referral to the psychologist or counselor.

Student Services: Screening and Testing of Students (and Treatment of Mental Disorders) and Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

[\(ASD20 JLDAC\)](#), [\(ASD20 JLDAC-E\)](#)

Parents and eligible students have the right to review any survey, assessment, analysis, or evaluation administered or distributed by a school to students. Parents and eligible students have the right to consent before students are required to submit to a survey that concerns one or more protected areas, and to opt out, as detailed in administrative policy.

Student Services: Service Animals

[\(ASD20 EJ\)](#), [\(ASD20 EJ-R\)](#)

In accordance with law, individuals with disabilities, including students, employees, and visitors, may be accompanied by service animals in TCA facilities and vehicles, on TCA's grounds and at TCA functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any TCA facility or vehicle, on TCA grounds or at TCA functions.

Student Services: Students with Special Needs

TCA welcomes students with disabilities into all programs. TCA works collaboratively with families to determine whether the student needs appropriate accommodations or services. Once those accommodations and/or services are determined, in accordance with applicable policy and law, TCA ensures the appropriate meeting takes place to determine whether and how the student can be appropriately accommodated and served to access TCA's programs.

TCA assists students who may require specialized support and/or services provided through an Individualized Education Program (IEP), a Section 504 plan, Advanced Learning Plan (ALP), or an English Language Plan (ELP). Through a collaborative and targeted approach, qualified special service providers and general education staff provide services.

TCA follows and complies with all state and federal requirements including the Individuals with Disabilities Educational Act (IDEA), Exceptional Children's Education Act (ECEA), Section 504, and American Disabilities Act (ADA).

Students or parents may contact the school office for a referral to the appropriate staff member.

Student Personal Items

Student Personal Items: Lost and Found

All coats, sweatshirts, etc. should be labeled with a last name and phone number in case they are lost. Each school has a Lost and Found location where personal items can be reclaimed. Items left in the Lost and Found will be given to a service organization on the last afternoon before all breaks or as space requires. Please consult the school office if there are any questions.

Student Personal Items: Student Valuables

Students should not bring large amounts of money, electronic devices, games, etc. to school. At all times, students are to keep track of glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the office for safekeeping.

TCA Community

TCA Community: Conflict Resolution

(KE-TCA)

TCA's desire is to foster healthy relationships with our parent community. This philosophy reflects one of the school's most distinctive core values. TCA has a genuine bias to support and assist its parental community and strives to serve with fairness, kindness, and compassion to the greatest degree possible. However, it is inevitable that conflicts will arise, and how both sides manage disagreements plays a major role in defining the culture of our school. Resolving conflicts with civility allows the TCA administration and parents to model behaviors that we seek to instill in our students. The Conflict Resolution Policy provides the information and forms required to negotiate the conflict resolution process.

As parents, students, and school personnel, all need to commit oneself to personally seek reconciliation with others when a wrong, perceived, or real, has occurred. Specifically, if a parent has a concern about a class or teacher, the parent should meet with the teacher first. If this first meeting does not resolve the issue, a conference with the parents, teacher, and administration can be scheduled.

If the conflict is still not resolved, consult Policy KE-TCA via the link above to obtain the procedures and forms to file a conflict resolution with TCA administration, the TCA Cabinet, the TCA President, or the TCA Board of Directors.

TCA Community: Fundraising

Like all charter schools, TCA is publicly funded and self-governed. TCA's particular challenge is that the federal, state, and local education funding, which is based on TCA's student count, needs to extend further than it does in traditional public schools. This stems both from TCA's commitment to small class sizes (necessitating more educators per child), and from the self-funded construction of the facilities (something not required of traditional public schools). Because of this, fundraising is critical to sustaining TCA's exceptional educational experience.

There will be many opportunities to support TCA, so it is helpful to know how to prioritize:

1. First, TCA supports teachers through monthly and seasonal giving to the Annual Fund. The Annual Fund directly provides a returning staff bonus to augment teacher compensation and a modest budget to grow staff culture. Both efforts empower TCA to recruit and retain the very best educators, so we aim for 100% participation in Annual Fund giving.
2. Second, the TCA community is built and enhanced through school and team fundraising. This can look like purchasing spirit wear, attending a parent organization fundraising event, or becoming a Titan Club member or corporate sponsor. It can also be more localized, such as when room parents coordinate teacher gifts or when one brings a donation of food or supplies for a staff appreciation lunch. At this level, volunteering one's time and talents closely integrates with financial gifts to create a unique school community.

Finally, as part of our mission to develop exemplary citizens, "Titans Give" initiatives are student-powered events that raise funds for local and national charities. Through service runs, "casual for a cause," and Titan Community Assistance Day (TCA Day), TCA has an additional opportunity for our community to give back, not to TCA, but to the needs of our world. Visit tcatitans.org/give for more information.

TCA Community: Weather Delays

TCA will be following ASD20 closure status. When school is closed or delayed due to inclement weather, several radio/TV stations will be contacted to broadcast the closure or delay. TCA uses the Blackboard Connect™ system for notification to families in cases of school or district emergencies. TCA will use only the e-mail feature of Blackboard Connect™ to notify of weather delays/closures, however, parents can opt to receive text alerts as well. Please [click here](#) to make sure that one's family's contact information is accurate in the Infinite Campus Parent Portal. Parents should make prior arrangements so that their children have a place to go if there is no one at home on weather delays/closures or early release days.

Technology

Technology: Parent Responsibility

Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or another remote location.

Technology: Student Use of Electronic Devices

[\(JICJ-TCA-B\)](#), [\(JICJ-TCA-R\)](#), [\(JICJ-TCA-E-1\)](#), [\(JICJ-TCA-E-2\)](#)

1. **Cell Phones/Smart Watches: Elementary Schools (grades K-6)**
At the elementary level, student cell phones or smart watches should not be brought to school.
2. **Cell Phones/Smart Watches: Secondary Schools (grades 7-12)**
Secondary students are allowed to have cell phones at school but will need to secure them (i.e., powered off in their lockers, backpacks, or bags) during the school day. Students shall not access their phones from the start of classes until the student's day is over ("bell to bell"). This is to include any use in classrooms as an instructional tool and in the

library. For secondary students, if a smart watch becomes a distraction (as determined by the school administration), then it can be treated as a cell phone by TCA administration and teachers. Administrators will take a graduated disciplinary approach to violations as outlined in [Policy JICJ-TCA-R](#). The medical exemption procedure is outlined in [Policy JICJ-TCA-E-1](#). To submit a request, a parent/guardian must fill out Form [JICJ-TCA-E-2](#). One form should be submitted for each student.

- **TCA Junior High**

Student cell phones that are seen or heard during the school day will be delivered to the office by the teacher. In addition to disciplinary consequences, Junior High students who violate the electronic device policy will be required to check in their phones daily and store them in school-provided lockers.

3. **Games: All TCA Schools**

Students may not play games on personal devices or school computers while on campus.

4. **Camera Usage on Campus**

Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Use of cameras to record all or part of any school sponsored event, including classroom instruction, is permissible only with the approval of the applicable supervising staff member.

5. **Earbuds or Headphone Usage**

- Elementary: Earbuds and headphones are not permitted in Elementary.
- Secondary: Earbud or headphone usage will not be permitted during school hours, in classrooms, the lunchroom, or in school hallways. Secondary students may use headphones or ear buds only before or after school.

6. **Personal Music Devices**

Students should not bring radios, mp3 players, or personal music players to school or to school functions except with special permission from a teacher or school administrator. Students may not use personal music players, Internet, CD players, and/or radios to listen to music while at school during normal school hours.

Technology: Student Use of the Internet and Technology

[\(ASD20 JS\)](#)

The Internet and electronic communications are essential to support curriculum and significantly enhance the learning environment. Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in remote learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of District digital resources to avoid contact with

material or information that may be harmful to minors. For purposes of this policy, "digital resources" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

1. Blocking or filtering obscene, pornographic, or harmful information

The District will make reasonable efforts to ensure that digital resources are used appropriately and responsibly, and to comply with Children's Internet Protection Act (CIPA) and other applicable laws. Students shall take responsibility and use good judgment when using district digital resources to avoid contact with material or information that may be harmful to minors. Each student shall comply with federal and state law, district policy and the school's code of conduct and the provisions of this responsible use agreement. It is important for students to make sure that all electronic communications are always respectful, and do not violate the district bullying policy (JICDE). Students should report any inappropriate content or contact, including harassment, threats, or hate speech to a responsible adult.

2. No expectation of privacy

District digital resources are owned by the district and are only intended for educational purposes. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor student activity on the District network and all District digital resources to include data transmitted to/from personal digital resources. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act (CORA).

3. Unauthorized and unacceptable uses

Students shall use digital resources in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of digital resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit, or forward material or information:

- that is not related to District education objectives
- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the TCA's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction, or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community

- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer
- that possesses or uses malicious software, hacking software, personal VPN software, proxy software, or devices used for these purposes on District property, and bypassing the Internet filter in any way.

4. **Security**

Security for digital resources is a high priority. Students who identify a security problem while using a digital resource must immediately notify a District Technology Technician (DTT) or teacher. Students should not demonstrate the problem to other users.

Students shall not:

- use another person's password or any other identifier.
- gain or attempt to gain unauthorized access to district digital resources.
- read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of violating District policy with technology, may be denied access to the Internet, electronic communications, and/or digital resources.

5. **Safety**

In the interest of student safety and security, schools integrate digital citizenship skills into instruction as part of their accreditation process.

Students shall not use personally identifiable information that might allow another person to locate or identify them. Students shall not arrange face-to-face meetings with person(s) met on the Internet or through electronic communications.

6. **Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action or disciplinary action, including suspension or expulsion, in accordance with District policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District digital resource. This includes, but is not limited to, the uploading or creation of computer viruses, the use of encryption software and use of unauthorized VPNs.

7. Unauthorized Content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

8. Monitoring Student Use

The District and TCA will make reasonable efforts to see that students responsibly use the Internet and electronic communications. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

9. Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and District digital resources is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in legal action or disciplinary action, including suspension or expulsion, in accordance with District policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke, or suspend access to District technology or close accounts at any time.

Students and parents/guardians shall be required to acknowledge the District's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

Technology: Reliability and Limitation of Liability

(ASD20 JS)

The school district makes no warranties of any kind, whether express or implied, related to the use of District digital resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Technology: Telephones and Messages

Students may use the school's telephones after receiving permission from a TCA staff member. Messages and deliveries from parents are to be left in the office in order to respect the

educational opportunity of all students. Students will not be called to the telephone except in emergencies. Parent messages left at the front office will be delivered to students.

Parent-Student Handbook

2024-2025

Section 2: Carpools



Introduction

Transportation of students to and from school is a parent/guardian responsibility. Most parents carpool or bring their students to campus in the morning and pick them up in the afternoon.

Compliance

Students, parents, and others who pick up and drop off students in the morning and afternoon are part of the carpool system. During these special times, there are special traffic rules for everyone who drives on campus. These rules are designed to maximize safety, convenience, and efficiency. Some of the rules include:

1. Comply with all directions from staff members and all rules of the carpool system(s).
2. Use the proper unloading and loading zone for one's student, including campus and grade level.
3. Quickly load and unload without opening trunks and without the driver exiting the vehicle.
4. Never leave vehicle(s) unattended in the carpool line.
5. Walk only on crosswalks and sidewalks.
6. Families with students in multiple grade levels should ask all older children to gather with the youngest child's class during carpool pick-up so that all siblings may be picked-up at the same time.
7. Student drivers who create a safety or efficiency problem during carpool may be restricted from driving on campus.
8. Prior permission from the administration is required before students may be dropped off more than a half hour before start times unless students are involved in a before-school activity under the supervision of a staff member. If students arrive earlier than classrooms are opened, they should wait quietly until teachers let them into the classroom.
9. Students are expected to leave immediately after school unless they are involved in or are attending an after-school activity under the supervision of a staff member.

Inclement Weather

During inclement weather when students are at risk waiting outside for their ride, TCA will initiate the severe weather carpool procedure. Parents will be notified via text and/or email when this occurs. TCA will hold students in their classrooms until it is safe to release them outside. Students will be released one-by-one and walk to their car. Students who usually walk home or meet a ride off campus will call parents to receive instructions on how they are to proceed.

Reporting of Accidents on a TCA Campus

It is the responsibility of the student or parent to report any accidents that occur on the school campus. Accidents should be reported to the school through the school office, administration, or Campus Security, so that the proper authorities can be contacted. The role of the school in any accident is to ensure safety and the proper notification of authorities and exchange of necessary information. The school is not responsible for investigating accidents.

State Law: Cell Phones

Use of cell phones is prohibited for anyone under 18 years old while driving. For all others, hands free use of cell phones is recommended. It is illegal for drivers of all ages to text while behind the wheel in Colorado. Please help limit distracted driving for the safety of both staff and students.

TCA High School Student Drivers

TCA High School student drivers must complete the parking permit form and pay applicable parking fees. These forms are available in the office, and online, click here: [\[Student Driver's Form\]](#). Student drivers will receive a parking pass to be displayed on the rear-view mirror post. Student drivers are required to park in designated student parking areas.

Wheeled Items and Bicycles

For both safety and liability reasons, skateboards, scooters, and in-line/roller skates or Heelys® are not allowed on any TCA campus at any time including when school is not in session.

Bicycles may be ridden to school by students attending third grade or higher. Secondary students may ride bicycles to/from school. Bicycles must be parked in the racks provided and are not to be in the parking lot at any time during school hours. Once bikes are in the racks, they are not to be removed until the student is ready to go home. Each student is responsible for locking one's bike.

Central Campus Carpool Procedures

The safety of students is TCA's #1 priority. Please help keep them safe! Be courteous to other drivers and to the staff who are assisting the students. Please refer to the Carpool Map while reading the directions.

Safety is TCA's utmost concern during carpool. Please follow all directions of the carpool staff.

1. All carpool drivers must enter from Springcrest Road at the first (west) entrance.
2. Drivers wishing to park should enter from Springcrest Road at the third (east) entrance.
3. Obey all posted traffic signs; it is an exception when the carpool staff waves one through. Obey all posted traffic signs; except when the carpool staff waves one through.
4. During carpool, students do not sit with siblings but stay with their class until their name is called.
5. TCA strives to be a good neighbor. Please do not use Mulligan, Springcrest, or the church parking lot/field to park and walk over to TCA.

Morning Drop-off

1. There is no supervision prior to 7:45 am. Please do not leave children unattended.
2. Follow the split carpool flow shown on the map. Grades K-2 drops off in front of the school (east side), and grades 3-6 drops off in the rear (west side).

3. Upon arrival in the unloading area in the morning, please make sure students are ready to exit the car quickly. Students will go directly into their classroom.
4. Students need to be in their seat, ready for the day at 8:15 am.

Afternoon Pick-up

1. The gate will open at 2:45 pm and cars will queue up at 3:00 pm.
2. Follow the map directions to queue in the appropriate area. Please let children know in advance which carpool area will be utilized.
3. The gate will close at 3:45 pm. All remaining students will be brought to the front office, which closes at 4:00 pm.
4. Do not block crosswalks.
5. Do not leave one's car while parked in the carpool lane.

Parking Walk-Up Parents

1. Parents are welcome to park and meet a child at the end of a crosswalk opposite the school.
2. Students will come to parents via the crosswalk with assistance from a staff member.
3. Talk with one's child ahead of time regarding where to meet.

During inclement weather when students are at risk waiting outside for their ride, TCA will initiate the severe weather carpool procedure. Parents will be notified via text and/or email. TCA will hold students in their classrooms until it is safe to release them outside. Students will be released one-by-one and walk to their car. Students who usually walk home or meet a ride off campus will call parents to receive instructions on how they are to proceed.

East Campus Carpool Procedures

Please refer to the Carpool Map below while reading the directions.

1. Safety is TCA's utmost concern during carpool. Please follow all directions of the carpool staff.
2. All carpool drivers must enter from New Life Drive. Do not cut the line by coming from Pikes Peak State College (PPSC) or Interquest.
3. Drivers wishing to park should enter from the south off Interquest. Drivers will bypass the line of cars waiting in the carpool line.
4. Obey all posted traffic signs; it is an exception when the carpool staff waives one through.
5. During carpool, siblings and carpool groups will stand with the youngest member of the group. Please encourage older children to be great role models for the younger children with their carpool behavior.
6. TCA strives to be good neighbors. Please do not use PPSC parking lot or New Life Church Parking lot to park and walk over to TCA.
7. Cross Peak View is blocked for carpool from 7:55 am to 8:15 am and 3:20 pm to 3:45 pm.

Morning Drop-off

1. There is no supervision prior to 7:45 am. Please do not leave children unattended. Students may not enter the play areas until there is a staff member present for supervision.

2. Follow the split carpool flow shown on the map below. Grades K-2 drops off in front of the school, and grades 3-6 drops off in front of the field.
3. Kindergarten students go directly into the building to wait outside their classroom until 8:05 am.
4. Grades 1-2 will play on the front playground until 8:05 am.
5. Grades 3-6 grades will play on the field, blacktop, and back playground until 8:05 am.
6. All grades 1-6 will enter the building at 8:05 am.
7. Students need to be in their seat, ready for the day at 8:15 am.
8. Please send students to school ready to play outside in cold weather.

Afternoon Pick-up

1. Once students are released, carpool moves very efficiently to finish within 15 minutes.
2. Follow the map directions to queue in the appropriate area.
3. Do not block intersections or crosswalks during carpool.
4. In the grades K-2 line, wait at the yield sign in the south parking lot until it is clear to pull in front of the school. Do not block the intersection by waiting at the stop sign when it is not clear to pull toward the front of the school.

Parking Walk-up Parents

1. Parents are welcome to park and walk up to meet a child.
2. Parents should stand in the waiting area and wait for the child to come to the parent. This helps keep the students safe and organized in the carpool line.
3. Talk with one's child ahead of time regarding where to meet.
4. Students waiting for their parents will sit along the curbs.
5. If there is difficulty locating a student, the carpool staff will radio to find a student in their classroom line.

During inclement weather when students are at risk waiting outside for their ride, TCA will initiate the severe weather carpool procedure. Parents will be notified via text and/or email when this occurs. TCA will hold students in their classrooms until it is safe to release them outside. Students will be released one-by-one and walk to their car. Students who usually walk home or meet their ride off campus will call parents to receive instructions on how they are to proceed.

College Pathways Student Drivers

College Pathways drivers should park in the west parking lot (lot #5) next to the athletic fields and allow students to use crosswalks to enter campus.

North Campus Carpool Procedures

Carpool typically takes a bit longer during the first few weeks of each school year as everyone gets acquainted with the campus and the carpool system. This system only works efficiently if everyone cooperates. Following these guidelines will make peak traffic times both efficient and safe for all.

1. Thank you for following all posted signage and traffic laws.
2. Thank you for complying with staff members' directions.

Banana Lot

The small, curved lot north of the football field is called the “banana lot.” This lot is designated primarily for new sophomore drivers who need room to back out. This lot is closed during carpool.

Cutting Through Private Properties

TCA strives to be a good neighbor. Please honor TCA’s neighboring private properties. These properties may subject individuals to ticketing, towing, fines, or other legal action. The following are some properties that continue to work closely with TCA to ensure that access to their businesses is not limited during TCA’s heavy traffic carpool times:

1. Bella Springs Apartments: This property is for resident and visitor traffic only. Do not cut through their complex to bypass Voyager traffic.
2. Progressive Insurance: Those who use this as a drop off /pick up location may be ticketed.
3. Community Bible Study and Idyllwild Office Park: This is not a permitted drop off / pick up location. Signs are posted reminding drivers this area is private property, and violators are subject to ticketing and towing.
4. The newly constructed turn lane off southbound Voyager is intended for access to future businesses in the office park. All arriving and exiting traffic are to use Stout Road only.

Morning Drop Off

Please arrive 15-20 minutes before the start of the school day. The drop-off congestion is usually the worst within the last 10 minutes. Please plan accordingly while also keeping the weather in mind.

1. Parents can drop off at any of the secondary or elementary locations (either side).
2. During peak drop-off times, please progress fully down the curb to allow as many cars as possible to do the same. Those who stop early and do not progress during peak time can quickly back up traffic.
 - It is okay if a student’s exact drop-off location varies each day.
 - All exterior doors lead to all destinations within TCA North.

Enter/Exit

1. Entering Campus
When entering the campus from Voyager, there will be two (2) continuous lanes that lead to and away from the school building. Getting into the appropriate lane as soon as possible will help with traffic flow.
 - High school parents (followed by those with elementary students grades 3-6 at 3:20 pm) will enter the campus from the left lane that leads to the secondary (east) side of the campus.

- Junior high parents (followed by those with elementary students grades K-2 at 3:20 pm) will need to be in the right lane that leads to the elementary (west) side of the campus.

2. Exiting Lane Choice

Lane choice in exiting TCA is also important. Please move to the appropriate (continuous) exit lane as early as possible. The left lane will be used for cars making a left (northbound) onto Voyager. The right lane is for cars making a right (southbound) onto Voyager.

Afternoon Pick Up

Secondary (Junior High/High School) dismissal is at 3:00 pm. Elementary dismissal is at 3:30 pm. During these staggered release times all campuses share the same pick-up locations. To make the 30-minute separation most efficient:

1. Secondary students should be ready and be picked up by 3:20 pm.
 - Not including those in sponsored activities/athletics
 - Those junior high students attending afterschool workshops (Monday-Thursday) should be picked up after the conclusion of the elementary carpool timeframe.
2. Elementary vehicles should not arrive earlier than 3:20 pm so curb space can be used for the secondary dismissal first. Early vehicles will be asked to circle the loop to make room.
3. Please display the mirror placard while on campus.

Pick-Up Location

During peak pick-up times, please progress fully down the curb to allow as many cars as possible to do the same. Students can safely walk along the sidewalk to find their vehicle. It is okay if a student's exact pick-up location varies each day.

High school parents will pick up their student curbside along the auditorium, on either side of the main entrance crosswalk and all the way down around to the lower (Atrium) entrance (see green highlighted zone on map). Please progress carefully as spaces open ahead of one's vehicle.

1. Junior high parents will pick up their student on the elementary side (see green highlighted zone on map). Please progress carefully as spaces open ahead of one's vehicle.
2. Elementary pickup locations are split by grade levels.
 - Grades K-2 will be picked up by the elementary school entrance, as in past years (see pink highlighted zone on map). Please progress carefully as spaces open ahead of one's vehicle.

- Students in grades 3-6 will be escorted to the secondary carpool lane and will be picked up there (see pink highlighted zone on map). Please progress carefully as spaces open ahead of one's vehicle.

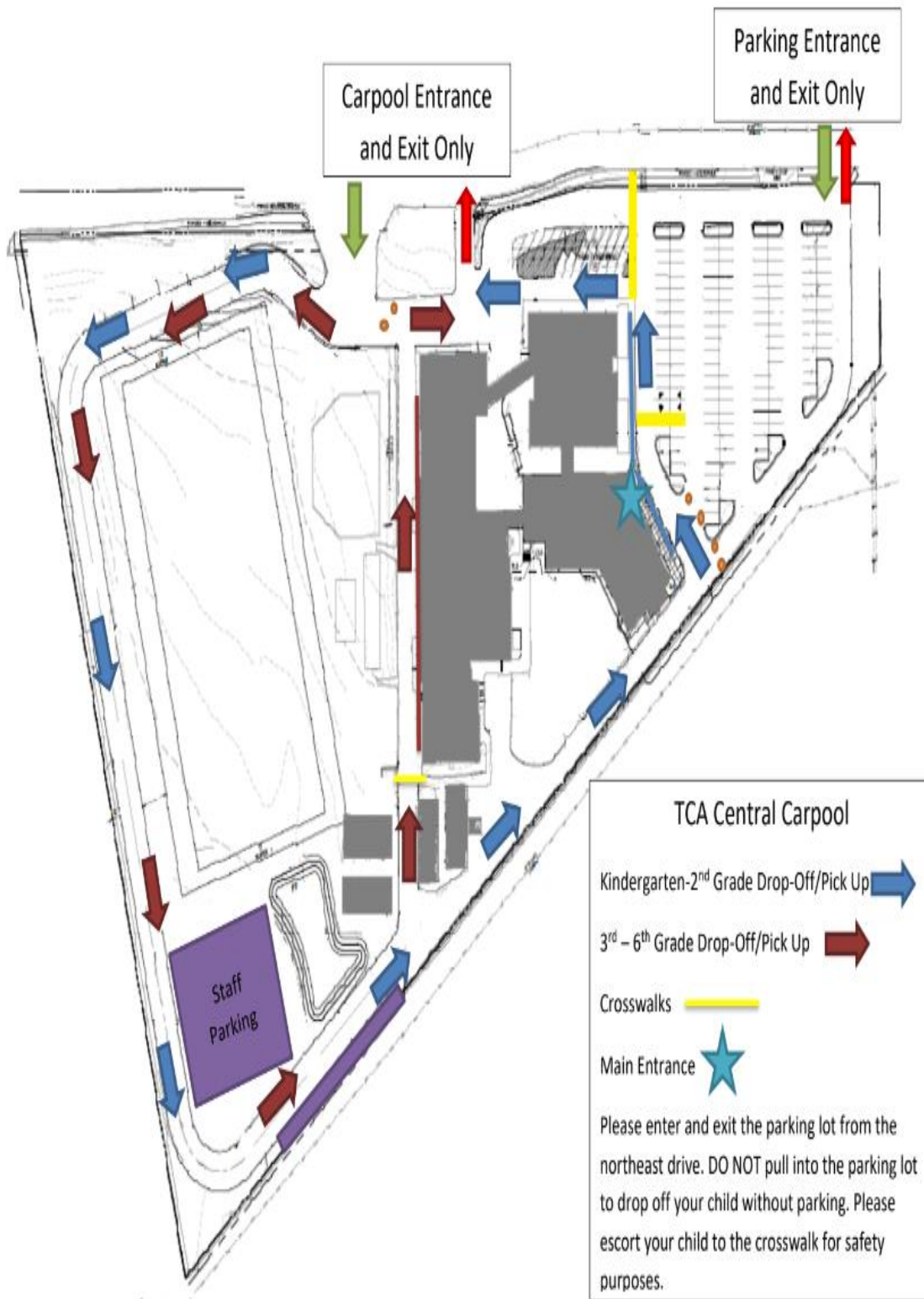
Multi-Grade Pick Up

Families with students at multiple grade levels will make arrangements with their children to pick them up from one (1) location. Parents with children in secondary and elementary will pick up their children using the elementary guidelines. The secondary student will meet their sibling(s) at the designated elementary pick-up location. These families should arrive no earlier than 3:20 pm. Parents with children in both junior high and high school: Junior High students will join their High School sibling(s) on the High School (east) curb for pick-up. All other JH students are to be picked up on the elementary side.

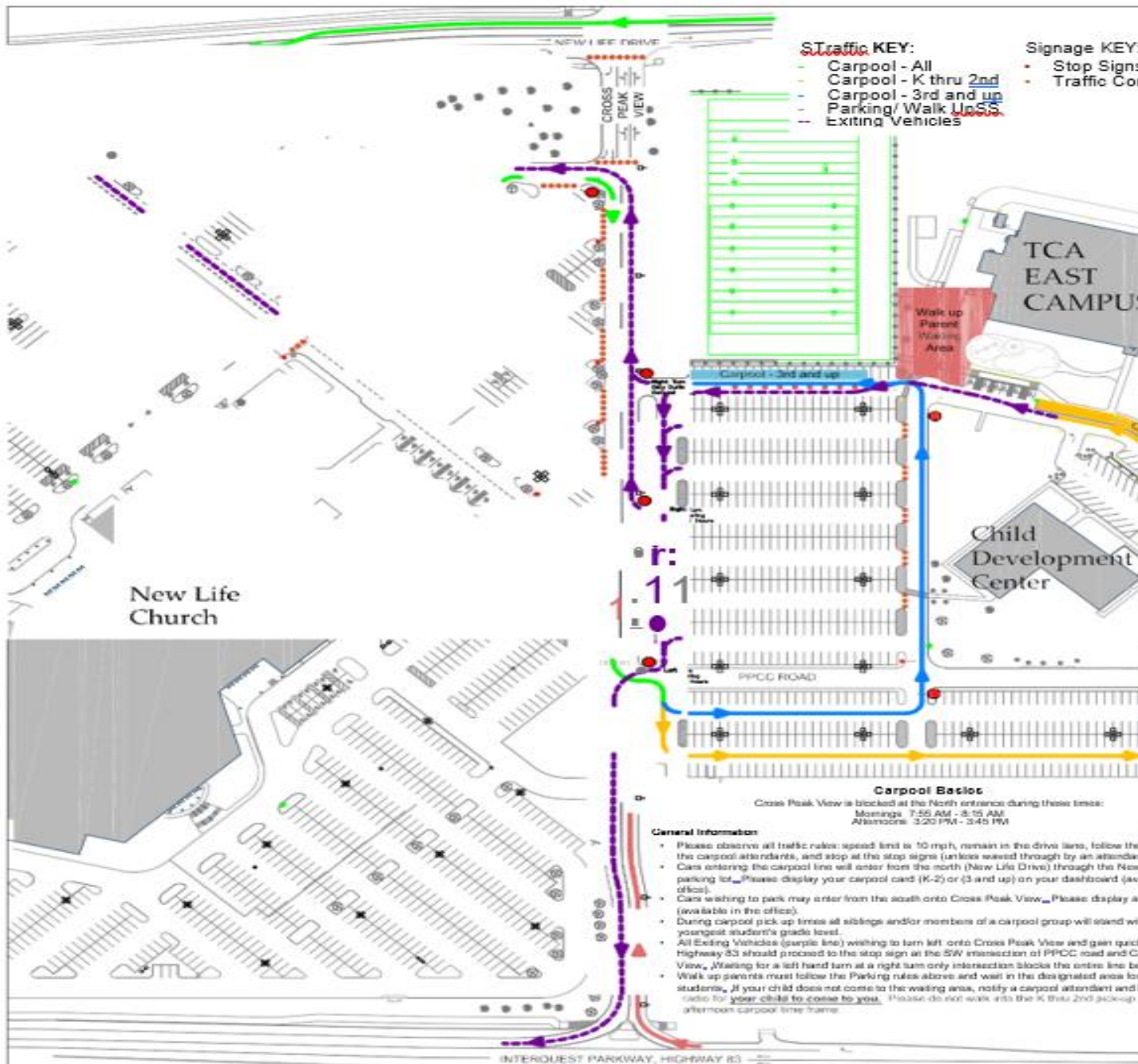
Student Drivers

Student drivers are not allowed to drive in elementary carpool. Student drivers should walk with their younger siblings to or meet them at their parked vehicle. Drivers are asked to wait in their vehicles until the elementary release.

Central Campus Carpool Map

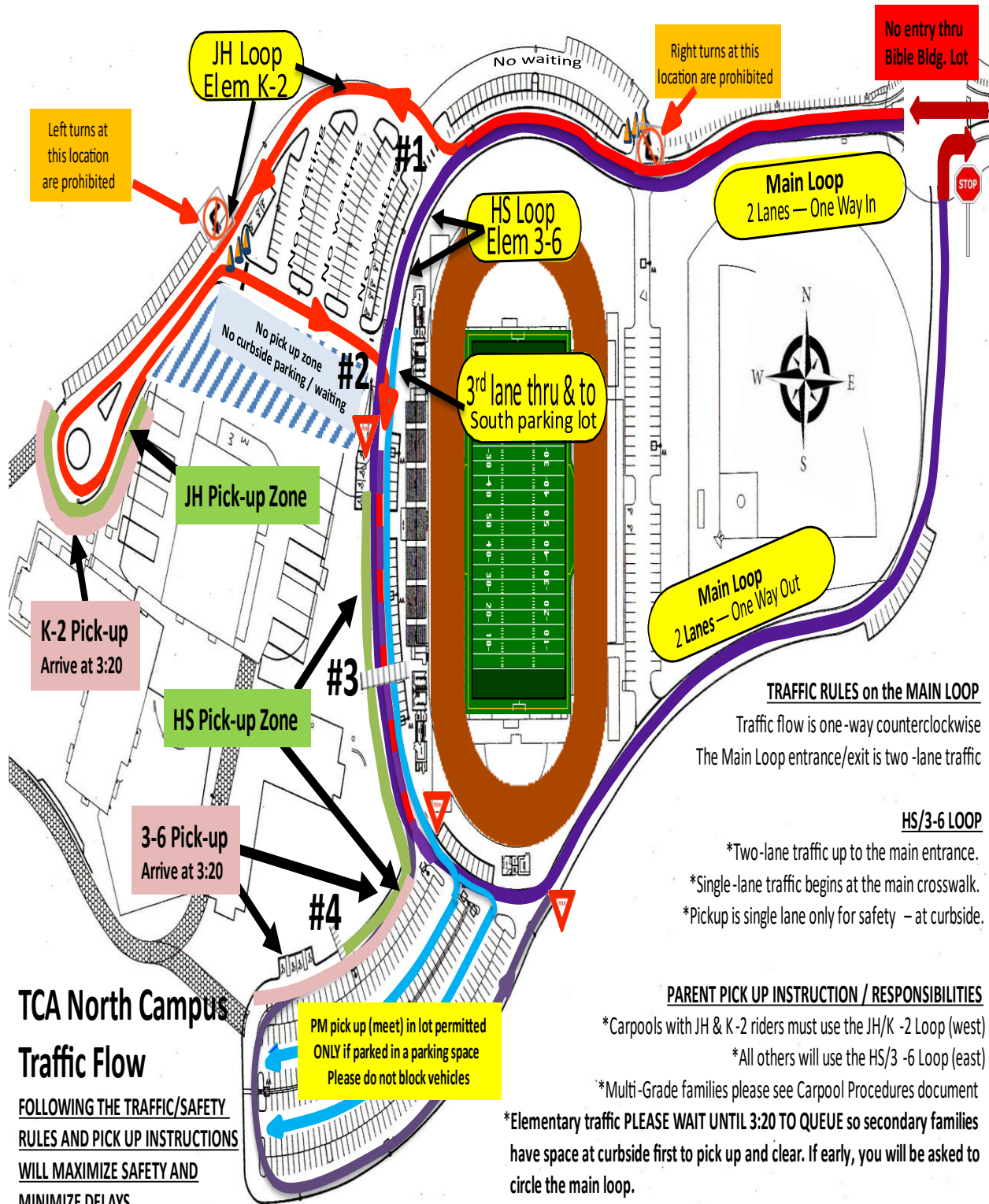


East Elementary Campus Carpool Map



The Classical Academy East Campus Carpool Map

North Elementary Campus Carpool Map



TCA North Campus Traffic Flow

FOLLOWING THE TRAFFIC/SAFETY RULES AND PICK UP INSTRUCTIONS WILL MAXIMIZE SAFETY AND MINIMIZE DELAYS.

Updated: August 2022

TRAFFIC RULES on the MAIN LOOP

Traffic flow is one-way counterclockwise
The Main Loop entrance/exit is two-lane traffic

HS/3-6 LOOP

- *Two-lane traffic up to the main entrance.
- *Single-lane traffic begins at the main crosswalk.
- *Pickup is single lane only for safety – at curbside.

PARENT PICK UP INSTRUCTION / RESPONSIBILITIES

- *Carpools with JH & K-2 riders must use the JH/K -2 Loop (west)
- *All others will use the HS/3 -6 Loop (east)
- *Multi-Grade families please see Carpool Procedures document
- *Elementary traffic PLEASE WAIT UNTIL 3:20 TO QUEUE so secondary families have space at curbside first to pick up and clear. If early, you will be asked to circle the main loop.

STUDENT DRIVERS

- *No students may drive through Elementary carpool. Student drivers must park/remain parked in their respective lot and either escort younger siblings to, or meet at vehicle

Parent-Student Handbook

2024-2025

Section 3: Elementary



Kindergarten - Sixth Grade

East Elementary

12201 Cross Peak View
Colorado Springs, CO
80921

Central Elementary

1655 Springcrest Road
Colorado Springs, CO 80920
(719) 265-9766

North Elementary

975 Stout Road
Colorado Springs, CO
80921

Academics

TCA exists to assist parents by providing a quality education that is whole person focused, idea centered, relationship based, and classically oriented. The following serve as guidelines for academic policy.

Academics: Elementary Grades

Two types of grading systems are used on TCA Elementary report cards. They fluctuate based on the grade level, habit, or course based on TCA's educational philosophy.

A student's habits or courses may be evaluated using:

C = Consistently

U = Usually

S = Sometimes

R = Rarely

NG = No grade

As a student advances through elementary, a student's course may be evaluated using a percentage of accuracy/completion, 0-100%, or NG, which represents "no grade."

Academics: Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the TCA program. All students must turn in a signed permission slip (and fee, if necessary) from a parent or guardian before being permitted to attend the field trip.

Children younger than kindergarten age are not permitted to ride on buses. Standard uniforms are to be worn on all field trips unless specifically announced otherwise by the teacher following approval by an administrator.

Academics: Homework

At TCA, the teachers and administration strongly believe that homework will contribute to the academic success of children. Homework serves as a link between the child, the home, and the classroom. Homework fosters positive school attitudes, good study habits, effective time management, and personal responsibility. While recognizing the usefulness of homework, TCA staff also strives to minimize homework loads, realizing the need to maintain a balance in students' lives. Homework may be a daily activity for some students. Students who use their class time responsibly should not have excessive amounts of homework (see chart below). If students are consistently overwhelmed, parents should contact their teachers. The parent should also get a Homework Tracking Form from one's teacher to gather data that will be helpful when meeting. The following guidelines have been developed for homework. Daily reading is a life-long habit and not included in the guidelines below.

<i>Grade Level</i>	<i>Average Time</i>
K-4	0 - 1/2 Hour
5,6	1/2 - 1 Hour

Academics: Late/Missing Assignment Policy

Grades K-6 have late assignment policies according to grade level which will be communicated through the teacher.

Academics: Parental Contacts with Teachers

It is important that parents be respectful and courteous about contacting teachers after school hours. Attempts should be made to schedule appointments during regular school hours. Teachers are often at their busiest during the 30 minutes before school starts and the 30 minutes after students are dismissed. Please make appointments with teachers rather than trying to conference with them during those times.

Academics: Parent Responsibilities

1. Provide an appropriate place and atmosphere for homework.
2. Set aside homework/reading time nightly.
3. Contact teacher(s) if time spent on homework is excessive after completing the Homework Tracking Form that is available in the school office.

Academics: Student Responsibilities

1. Complete homework assignments neatly and on time.
2. Schedule time wisely to meet assignment deadlines.
3. Attend school regularly and come prepared.
4. Get assignments when absent.

Academics: Teacher Responsibilities

1. Provide checkpoints for long term assignments.
2. Give no more than two major tests on any one day. This does not include vocabulary quizzes or spelling tests which are usually studied in class as well.
3. Assign work for academic reasons to practice, reinforce, and master skills.
4. Provide clear directions for assignment, format, and due date.

Academics: Textbooks

Textbooks are the property of TCA, and students are responsible for the care of their books. All books are to be covered with an appropriate book cover. Damaged or lost books are the responsibility of the student to whom they were issued. Any book that is damaged or lost will be

paid for by the student at full replacement costs. Under no circumstance should a student write in a textbook with pencil or pen.

Library

(Policy IJL-TCA-R-1)

The library collections support TCA curriculum and teacher-assigned research assignments. The overall collection includes classic literature, select current titles, and non-fiction titles for reading enjoyment. Librarians teach scheduled instruction to classes and individuals during the school day and have some open time depending on the daily schedule. The library staff gladly provides research instruction or reading suggestions to parents. Students in fifth and sixth grades are asked to obtain a public library card as part of their school supplies. Each campus library welcomes students attending that campus to utilize the library. Student “walk-ins” should arrive with a pass from a teacher. The libraries are open before and after school for a short amount of time. For specific library hours, please refer to the library webpage on the TCA website as hours vary by campus.

Library: Elementary Student Library Policies

1. Students are responsible for returning items by their due date.
2. Check out limits vary by grade and campus. Patrons with overdue books may be limited and/or unable to check out additional titles until overdue items are returned. Please see the campus librarian for details. Books may be renewed if they are not on hold for another patron.
3. Any outstanding overdue book from the previous school year will be charged on the patron’s account as a Lost Book Fine at the start of the current school year, if the book has not been returned in good condition within the first full week of school.
4. Lost or damaged (beyond simple repair) books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA Destiny catalog record. Damaged book fines are non-refundable. If a lost or damaged fine is assessed, the patron account will be suspended from checkout until the fine is satisfied.
5. The library distributes printed overdue notices to students through their classroom teacher on a routine schedule determined by the librarian.
6. A patron may pay a Lost Book fine before the 60-day lost book deadline in person with cash or check (payable to TCA) only. If the patron subsequently finds the lost book, the book is not 60 days overdue, the book is in good condition and is returned to the library within 7 calendar days of the payment, the paid Lost Book fine will be returned.
7. Any patron whose book(s) is greater than 60 school days overdue will be charged a Lost Book Fine which is the total replacement cost of the book as shown in the library catalog. The book cannot be returned after 60 days. Before the fine is assessed, parent(s) of the patron will receive a minimum of two emails sent through Infinite Campus detailing the overdue item(s) and the pending Lost Book Fine(s). Librarians have discretion in fine assessment.
8. Fines will only be posted in the student’s Infinite Campus account for damaged books or after the 60-day deadline. Patrons may then pay online or in person. If paying in

person, please use cash or check (payable to TCA) as the library does not have the ability to take payments by credit/debit card.

9. Monies collected from lost or damaged books will be used for the replacement of the same title or a comparable title.
10. Library books are purchased with library bindings and are pre-processed with labels, covers and cataloging records. Consequently, replacement titles will be purchased by the library to ensure equivalent replacements. Librarians do not accept replacement books in lieu of payment.
11. The library staff may borrow book club sets from the Pikes Peak Library District (PPLD) for TCA elementary student book clubs. If a student loses, damages, or fails to return a PPLD book checked out to them through TCA, the fine from PPLD will be passed along to the student.

Library: Library Use During School Hours

1. Students may use the library before or after school.
2. During school hours, students must present a pass from their current class period teacher.
3. No more than 2 students may use 1 pass and come from the same class.
4. Student Use of Cell Phones [Policy JICJ-TCA-R](#) concerning cell phones is followed in the library. Handbook requirements for no earbuds or headphones usage during the school day is followed in the library.
5. If at any time, a student is not on task or is a distraction to others, the student may be asked to leave by a library staff member or teacher.
6. No food is allowed in the library. Water bottles and drinks with secure lids are permitted.
7. Secondary students may not use the elementary library.

Library: Student Computer Use

1. Students use their school ID# and a chosen password to log on.
2. Computers are used for school related assignments, online research, searching the library catalog (Destiny) and/or checking Infinite Campus.
3. Students may not use the library computers for online gaming.
4. Inappropriate use of computers will result in loss of privileges.
5. Students may print school-related assignments on the library printers for free. Non-school related or personal pages carry a \$.05 per page cost for black and white pages, and \$.50 per page cost for color pages. Photocopies for school projects are free for the first 5 copies, \$.05 for each page after the first five. All non-school project photocopies are \$.05 for each page.

Uniform

([JICA-TCA-B](#)), ([JICA-TCA-E](#))

Uniform: Introduction

Uniforms are mandatory for all TCA students. Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in TCA. Students are expected to be in uniform from the time

they enter the building in the morning until dismissal. After dismissal, students on campus may be out of uniform but must still be modestly and appropriately dressed.

Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

Uniform: Elementary Uniform Policy

Elementary students may purchase items from any vendor, so long as they are substantially the same in style, color, and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA Elementary staff, with support of the TCA Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the Student Handbook. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

The TCA Board of Directors has established the overarching dress code policy guidance in [JICA-TCA-B](#). The elementary uniform policy, [JICA-TCA-E](#), is an essential distinctive of the TCA academic culture. Wearing uniforms impacts the school positively by:

1. Fostering a distinct and positive “TCA Appearance.”
2. Decreasing distractions.
3. Increasing wardrobe equity.
4. Supporting easy identification of visitors or strangers.
5. Giving parents and students an opportunity to demonstrate mutual support of TCA’s core values and beliefs.
6. Teaching students the importance of self-discipline and personal responsibility.
7. Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

Uniform: Uniform Guidelines

Students must present a neat appearance. Uniforms are to be of an appropriate size/fit, and they must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate. Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references. Any clothing that is obscene, profane vulgar or defamatory in design or message; refers to drugs, tobacco, or alcohol; advocates drug use, violence, or disruptive behavior; or threatens the safety or welfare of any person is not allowed.

Please [click here](#) for pictures of the items that are to serve as samples of “uniform appearance.” If ever in doubt while purchasing an item, please save the receipt and check with the school office for guidance.

Uniform: Uniform Violations

Uniform violations may be annotated in the student's planner or otherwise documented (uniform violation slip). If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call a parent or guardian to bring an appropriate uniform item(s) which will allow the student to comply with uniform policies. The teacher may request office assistance for the students in this situation.

Uniform: Parent and Staff Responsibilities

Parents have the responsibility to ensure that their students arrive at school in the proper uniform. Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and TCA administrators who will make final decisions regarding uniform issues. Cheerful, consistent compliance with the policy by all is expected.

Uniform: Belts

1. Must be worn with all shorts and pants.
2. May not have spikes or metal protrusions.
3. Must be of coordinating colors and in good taste.
4. Buckles must be plain and not overly large.
5. For Kindergarten students only, belts are optional.

Uniform: Crewneck Sweatshirts/Fleece Jacket

1. Crewneck sweatshirts in navy blue, forest green or red and must have an approved TCA logo. TCA logo items must be purchased through the school or from [Global School Wear](#) (Tommy Hilfiger) School code: CLAS03.
2. Fleece Jacket full zip in navy blue and must have an approved TCA logo. TCA logo items must be purchased through the school or from [Global School Wear](#) (Tommy Hilfiger) School code: CLAS03.
3. Must be worn with a uniform shirt or turtleneck underneath, and the collar or turtleneck must show (the shirt underneath must be tucked).
4. No other sweatshirts or jackets are permitted (refer to exception under Friday wear).

Uniform: Denim Day Guidelines

1. All denim must be blue, free from tears, slits, frayed edges, or holes and follow general guidelines of neatness and modesty.
2. No stretch denim/jeggings.
3. Students may always wear an approved uniform instead of denim items.

Uniform: Dress-Up Day Guidelines

1. Clothing for this day must be uniform or dressier.
2. Students must follow the TCA guidelines for proper fit and modesty.
3. Spaghetti straps are not permitted.
4. Denim is never considered "dressy."

Uniform: Footwear

1. Shoes and shoelaces in uniform colors (shades of red, blue, green, black, brown, or white).
2. Shoes should be neat, clean, and appropriate to an educational environment.
3. No neon-colored shoes, lighted shoes, toe shoes, shoes with wheels or rollers.
4. No beach shoes, slippers or shoes resembling slippers or Crocs™.
5. For safety reasons, shoe heels must be 1" or shorter.

Uniform: Friday Wear

Students may wear all TCA co-curricular activity crewneck sweatshirts (hoodies are reserved for secondary schools), polos, and t-shirts, which have been approved by the administration.

Uniform: Hair

1. All students shall maintain their hair in a clean, well-groomed, neat, and trim manner.
2. A student's hair shall be worn in a manner that is not in the student's eyes.
3. Hats or baseball caps may not be worn during the school day.

Uniform: Jewelry/Piercing/Watches/Tattoos/Make Up

1. All jewelry must be conservative, non-offensive, and not draw undue attention.
2. Girls are allowed to have two earrings in each ear.
3. Large dangling or large hoop-style earrings are not allowed for safety reasons (the diameter of hoop style earrings may not be larger than the diameter of a penny); no other visible piercing is allowed for girls.
4. No visible piercings are allowed for boys.
5. No smart watches or watches that resemble smart watches.
6. Visible tattoos are prohibited for all students.
7. No make-up or fake fingernails are allowed at the elementary school level.

Uniform: Long-Sleeved Sweaters/Sweater Vests

1. Navy blue, forest green, red, or white.
2. Sweaters may not be longer than the student's waist.
3. Must be worn with a uniform shirt or turtleneck underneath, and the collar or turtleneck must show (the shirt underneath must be tucked).
4. No hoods.
5. Sweaters should be plain with no embellishments or logos.

Uniform: Pants/Shorts

1. Navy blue or khaki only; no corduroy, denim, or fabric that stretches allowed.
2. No visible logos, slits, holes, or cargo pockets (all pockets should be internal, this includes back pockets).
3. Not too tight (form-fitting) or overly loose (no low-riding of pants or shorts is allowed).
4. Shorts will not be shorter than two inches above the knee and no longer than the top of the knee.
5. Pants/shorts may not be rolled to achieve proper length.

6. Specific garments prohibited include any “workout” or “yoga” stretch pants, “jeggings,” shorts, joggers, or leggings.

Uniform: Shirts/Blouses

1. Navy blue, light blue, forest green, red, or white long or short sleeved solid color polos.
2. White or light blue button up long or short sleeved solid color dress shirts or blouses
3. No visible logos/applications, slits, or holes
4. Not too tight, form-fitting, see-through, or overly loose
5. Shirts and blouses must be tucked in, to a standard of neatness and modesty.
6. The longest sleeved shirt or blouse must be the top layer.
7. T-shirts worn as an undergarment must be white, if visible.

Uniform: Skirts/Skorts/Jumpers

1. TCA plaid*, navy blue or khaki only; no polo, sweater, or corduroy allowed.
2. No visible logos, slits, or holes
3. Not too tight (form-fitting) or overly loose
4. The length of all items will not be shorter than two inches above the knee.
*TCA plaid item must be purchased from [Global Schoolwear](#) (Tommy Hilfiger)
School code: CLAS03

Uniform: Socks/Tights

1. Socks must be worn at all times.
2. Full length tights and ankle length leggings may be worn.
3. All socks, tights or leggings must be white, grey, red, navy, forest green, black, or brown, solid color only, without a design or pattern.

Uniform: School Pictures

Students will be required to wear their uniforms for school pictures.

Uniform: Two-Hour Weather Delay

Students may wear denim on days with a two-hour delay.

Parent-Student Handbook

2024-2025

Section 4:

Junior High School



**TCA North Campus
Junior High School
975 Stout Rd Colorado Springs, CO 80921
(719) 484-0091**

Schedule

OFFICE HOURS	7:30 AM to 3:30 PM
SCHOOL HOURS GRADES 7-8	7:45 AM to 3:00 PM
LATE START SCHEDULE	9:45 AM to 3:00 PM

Junior High Bell Schedule

1 st Period	7:45 – 8:35
2 nd Period	8:40 – 9:30
3 rd Period	9:35 - 10:25
Flex	10:25 – 10:55
4 th Period	11:00 – 11:50
Lunch	11:50 –12:15
5 th Period	12:20 – 1:10
6 th Period	1:15 – 2:05
7 th Period	2:10 – 3:00

The hallways are locked twenty minutes after students are dismissed.

1. Students on campus twenty minutes after the end of school must be in a workshop.
2. No supervision is provided later than a half hour after dismissal times except for the days that the library is kept open after school for study purposes.
3. Prompt pick up by parents is necessary and expected to ensure safety and to allow staff to depart at the end of their duty day.

Academics

Academics: Credit for Work due During a Suspension

Students who have been suspended will be given the opportunity to make up schoolwork missed (or due) during the period of suspension. A student’s suspension letter will outline how much

credit will be reduced schoolwork made up during a suspension. It may be reduced up to 20%. Teachers will comment on that work and provide assistance or remediation for that work as needed and provide support for classroom goals and expectations related to that work.

Academics: Homework Responsibilities

At TCA, the teachers and administration strongly believe that homework will contribute to students’ academic success. To function well in the classroom, students must do the homework required by the teacher. Homework serves as a link between the student, the home, and the classroom. Homework fosters good study habits such as independent learning, effective time management, and personal responsibility.

While recognizing the usefulness of homework, TCA staff also strives to assign reasonable homework loads, realizing the need to maintain balance in students’ lives. Homework will be a daily activity for most students. Students who use their class time responsibly should not have excessive amounts of homework (see time guidelines below). If a student is consistently overwhelmed with homework, parents should contact the student’s teachers.

The guidelines below have been developed for homework. The guidelines are based upon an average student on an average night. The guidelines also assume each student uses one’s in-class and in-school study time wisely.

Parents should realize that students taking advanced courses, such as Algebra and Geometry will exceed the timelines below.

	Junior High Average Student	Junior High Advanced Student
Average Nightly Load	1 – 1.5 Hours 60-90 Minutes	1.5 – 2 Hours 90-120 Minutes

Academics: Homework Responsibilities - Student

1. Attend school regularly and come prepared.
2. Complete homework assignments neatly and on time.
3. Schedule time wisely to meet assignment deadlines.
4. Get assignments when absent. Make-up work will take priority over any co-curricular activity.

Academics: Homework Responsibilities – Parent/Guardian

1. Provide an appropriate place and atmosphere for homework.
2. Set aside homework/reading time nightly.
3. Complete a Homework Tracking Form (available in the school office) if spent on homework is excessive.

Academics: Homework Responsibilities - Teacher

1. Assign work for academic reasons to practice, reinforce, and master skills. Provide clear directions for assignment, format, and due date.
2. Provide checkpoints for long-term assignments.
3. Provide in-class time for students to begin their homework on most days.

Academics: Grades

Grades will be awarded according to the following scale:

93-100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
73-76.9	C
70-72.9	C-
67-69.9	D+
63-66.9	D
60-62.9	D-
59.9 & under	F

Academics: Final Exams

At the end of each semester, students in grade 8, as well as Algebra I students in grade 7, will complete final exams or assessments in each class. The schedule of final exams will be developed and published by the Secondary staff. Finals will not be scheduled early for individual students. Parents are strongly encouraged to plan travel and other commitments so that students can prepare and test within the schedule designed by the staff.

Students who do not take a final on time, and who have a pre-approved excusal, will make up the final at the first available date or as determined by the teacher/administration. The student is responsible for contacting the instructor /administration and arranging an exam time that is agreeable to the instructor. If a final exam is not completed by the teacher/administration set

date, the student will receive a zero (0) on the final exam and a final grade will be computed accordingly.

Students who receive an “Incomplete (I)” in any course will have two weeks from the end of the semester to complete all required course work. At the end of the two weeks, all missing coursework will be assigned zero grades, and a final grade in the course will be computed accordingly. Progression into subsequent courses could be negatively impacted.

Academics: Individual Career and Academic Plans (ICAP)

As required by the State of Colorado, school staff, in collaboration with parents/ guardians, will begin to work with students to develop an individual career and academic plans (ICAP) in grade 7. Students will create and review ICAP plans during computer classes using Naviance software.

Academics: Student Progress and Report Cards

Assignments, grades for assignments, posted grades, and report cards are available to both students and parents via Infinite Campus. Report cards will not be sent home after each semester.

Academics: Textbooks

Textbooks are the property of TCA, and students are responsible for the care of their books. All hardback TCA books are to be covered with an appropriate book cover. Damaged or lost books are the responsibility of the student to whom they were issued. When textbooks are issued both the student, and the teacher will inspect the books and note any damages on the Textbook Sign Out Form. Textbooks will be re-inspected when they are collected. Any book that is lost or damaged beyond use will be paid for by the student at full replacement cost. Book fines may also be levied if the teacher determines that the student has damaged the book(s) beyond reasonable wear and tear for the time of use. Under no circumstance should a student write in a textbook with pencil, pen, or highlighter.

Book Bags/Backpacks

Students may use book bags/backpacks to carry their books and other school materials. To improve safety and to allow the teachers to move about the classrooms more easily, students must place their book bags under the desk during class. Also, for both safety and security reasons, book/duffel bags may not be left unattended in classrooms, hallways, restrooms, the gym, or outside the buildings.

Closed Campus

TCA operates under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal, or until they are signed out by a parent or guardian.

In order to maintain a safe environment, the following procedures must be followed.

1. Student sign-outs are located in the school office.
2. If a student arrives at school after the start time, a parent must sign the student in at the office, send in a signed note, or call the office (719) 484-0091 with the reason for being late. The student will receive a pass to go to class.

3. Students who must leave school during the day due to illness or an appointment must check out through the office and present the sign out pass to security.
4. Students must present their office pass at the Security kiosk when they leave the building.
5. The office should be informed through a note or telephone call from a parent prior to student dismissal.
6. Parents need to come to the office to sign out their student. When a student returns after an appointment, the student needs to sign back in at the office.
7. Students are not allowed to prop doors open or allow entry for anyone during the school day.

Co-curricular Activities

To offer a program of athletics, fine arts, clubs, and other opportunities to enhance the curriculum allowing students to explore a variety of interests and callings in developing leadership and character.

Co-curricular Activities: Athletic Participation

Athletics are offered at TCA Junior High School. Information about TCA sponsored athletics and activities in grades 7-8 can be found on the TCA website.

Co-curricular Activities: Sports Events

For everyone's safety, an adult must accompany all TCA Elementary and Junior High students when attending a TCA High School sports event. An older sibling is not considered an adult.

Co-curricular Activities: Student Organizations

[\(JJA-TCA\)](#), [\(JJA-R-TCA\)](#), [\(JJA-E-TCA\)](#)

Students shall be permitted to organize and conduct meetings of student clubs or other groups on school premises during non-instructional time. Curriculum-related student organizations serve as an extension of the regular school curriculum. If their activities bear a direct relationship to the regular curriculum, they will be deemed to be an officially recognized, school-sponsored club. Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this district, parents, school personnel or non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Students of the organizing campus may only attend clubs. Students seeking approval for a student organization to meet at school during non-instructional time should seek approval from the principal or designee in accordance with policies.

Dress Code

[\(JICA-TCA-B\)](#), [\(JICA-S-TCA\)](#)

Students may purchase items from any vendor, so long as they are substantially the same in style, color, and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA Secondary staff, with support of the TCA Board, reserves the right at its discretion to deny any

item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the Student Handbook. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

The dress code impacts the school positively by:

1. Fostering a distinct and positive—TCA Appearance
2. Decreasing distractions.
3. Increasing wardrobe equity.
4. Supporting easy identification of visitors or strangers.
5. Giving parents and students an opportunity to demonstrate mutual support of TCA's core values and beliefs.
6. Teaching students the importance of self-discipline and personal responsibility.
7. Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

Students are required to follow the dress code guidance provided herein throughout the school day. The dress code is intended to promote safety, improve discipline, and enhance the overall learning environment. As TCA prepares students for future lives of service, scholarship, work, and leadership, we must prepare them to recognize and submit to all sorts of external standards. Universities and future employers may control their living conditions, set standards for work performance, or restrict their communications. In almost all communities, our students will be subject to a broad array of legal, financial, social, and practical standards. TCA uses the school dress code as a concrete opportunity for our students to learn respectful compliance – and, when necessary, to accept natural consequences for poor decisions, helping our students learn how to live within the social world of rules and imposed standards. Properly adhering to the dress code also shows self-discipline, pride in oneself and in TCA.

Students may be out of dress code before school starts if they are outside the buildings; however, students are required to be in dress code when they enter any building in the morning or when returning from outside. After 3:00 pm, students on campus may be out of dress code but must still be modestly and appropriately dressed. The dress code must be followed during detention and on field trips unless the administration approves otherwise. The dress code is not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

Dress Code: Community Responsibilities

Parents are responsible for ensuring that their students arrive at school in proper dress. Within the school, classroom teachers and other staff members will enforce compliance with the dress code. TCA administrators will make final decisions regarding dress code issues. Cheerful consistent compliance with the policy by all is expected. Students need to take ownership of the dress code policy and, at the beginning of each day, be able to affirm, if asked, that they are in compliance with the policy and its intent.

Dress Code: Consequences for Dress Code Violations

Dress code violations will be documented by the person making the decision. A student's first violation will result in a verbal warning and the warning will be documented. Any violations subsequent to the first warning may result in the student being assigned a detention for dress code violations. If a student repeatedly violates the policy guidance, further disciplinary actions including suspensions may be invoked. If a student violates the dress code policy in a manner that cannot be immediately corrected, the staff member may require the student to call a parent or guardian and arrange for them to bring the clothing item(s) required to bring the student into compliance with the dress code. A staff member may require a student to remain in the school office until appropriate attire arrives.

Dress Code: General Dress Code Guidance

1. Students must present a neat appearance.
2. Items of dress are to be of an appropriate size/fit, must be modest, and worn as intended by the policy.
3. A student can be out of compliance for wearing non-approved items or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate.
4. Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references.
5. TCA wear can only be purchased through the TCA on-line store via the link on the TCA website homepage: [\[click here\]](#).
 - TCA approved attire can be purchased through the TCA store located at French Toast: [\[click here\]](#).
6. Students may not create, distribute, display, or otherwise introduce into the school environment any materials or clothing which are disruptive, or potentially disruptive, to the educational environment as determined by the school administrators; including but not limited to items that:
 - refer to or depict drug, tobacco, or alcohol
 - are obscene, profane, vulgar, or defamatory in design or message
 - advocate drug use, violence, or disruptive behavior
 - threaten the safety or welfare of any person

Dress Code: Pants/Shorts/Skirts

1. Pants/shorts/skirts must not have any visible logos, be form fitting or contoured to one's body shape, or be overly loose, have cargo pockets, have holes, be distressed, faded, or ripped.
2. Pants/shorts/skirts must be of traditional solid conservative color (navy, khaki, brown, black, or grey).
3. Students may not wear denim, except for black jeans allowed on Fridays.
 - Included in the denim category are jean-like pants which may or may not have external rivets intended to look like denim pants.
4. The length of shorts will not be shorter than 4 inches above the top of the knee.

5. The length of skirts/dresses will not be shorter than the top of the knee.
 - Solid neutral color leggings may be worn under appropriate length/approved skirts.
6. No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any “workout” or “yoga” stretch pants, “jeggings,” shorts, or leggings and any skirt or skort with fabric that stretches or clings to the wearer.

Dress Code: Shirts

1. Shirts must only be polo (solid color) or oxford dress style (solid color and buttoned up collared shirt).
2. Shirts must not have visible logos, (unless purchased from the [TCA on-line store](#)), be form fitting or contoured to one’s body shape, overly loose, or have holes.
3. Shirts must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
4. During the school day, shirts must be tucked into the pants or skirts and reflect an acceptable standard of neatness and modesty. In lieu of tucking, girls may layer their shirts (when layering the layered items must be visible and extend beyond the outer shirt).
5. Long sleeve thermal-type or t-shirts are not to be worn underneath short-sleeved polos or oxfords.
6. Sleeveless shirts and sheer material (any material that you can see through) are not acceptable.
7. TCA-approved logo t-shirts are only allowed on Fridays, see Friday Wear section below.

Dress Code: Sweaters/Sweatshirts/Jackets

These garments are designed to be worn over a shirt as a base layer and may be pullover, button, or zipper style.

1. Sweaters
 - Must not have visible logos, be form fitting or contoured to one’s body shape, overly loose, or have holes.
 - Must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
 - Crew neck sweaters may be worn without a base layer shirt.
 - All V-neck sweaters must have a collared shirt visible underneath.
 - Cardigan sweaters may only be worn if over a collared shirt.
 - Open weave sweaters, where the skin and/or undergarments are visible are prohibited.
 - Thermal type material shirts are not considered sweaters or sweatshirts and do not meet the intent of this dress code section.
2. Sweatshirts, Hoodies, and Jackets
 - Students may wear TCA-approved logo sweatshirts (hooded or not) and jackets with TCA-approved logos (including athletic team and co-curricular groups) within the school building.

- Students may wear solid-colored, conservative-colored crewneck sweatshirts with no logos during school hours.
- Any other sweatshirt, hoodie, or variation (whether solid color or non-logo) should not be worn during the school day.
- Shirts, if worn under sweatshirts, must be tucked in.
- Teachers may request a student remove TCA-approved logo jackets within the classroom.
- Hoods on hooded sweatshirts or jackets will not be worn during the school day.

Dress Code: Neckties/Scarves/Belts

1. Students may wear neckties with oxford dress shirts.
 - If worn, neckties must be of standard length and properly tied.
 - Ties must be of coordinating colors and in good taste.
2. Students may wear scarves that are of coordinating colors and in good taste.
3. Students must wear belts, which may not have spikes or metal protrusions, and must be of coordinating colors and in good taste.
 - Buckles must be plain and not overly large.

Dress Code: Footwear

1. Students must wear footwear at all times.
2. All footwear must be neat, clean, and appropriate for an educational environment.
3. Footwear colors must not be overly bright or distracting.
4. For safety reasons, footwear cannot have spiked heels or heels greater than 2 inches high.
5. Socks, if worn, must be primarily of one color, without pattern.
6. Tights/leggings for girls must be a solid neutral color without pattern.
7. Shower/beach/athletic sandals/Five-finger or barefoot shoes and/or flip-flops are not allowed.
8. A good guideline for sandals is that it is not allowed if it has a rubber sole. In the interest of simplicity and ease of identification, most sandal styles are allowed, but rubber/plastic flip flops or other rubber/plastic athletic slip-ons or beach/river wear are prohibited.

Dress Code: Friday Wear

1. On Fridays, students are allowed to wear black denim (not blue) shorts, skirts, or pants.
2. TCA approved logo shirts or t-shirts from athletic teams or co-curricular groups that have been approved by school administration are also allowed for Friday wear. The apparel must also comply with general guidelines for modesty and neatness.

Dress Code: Hair and Accessories

1. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed, neat, and trim manner.
2. A student's hair shall be worn in a manner that is not in the student's eyes.
3. Hats or baseball caps may not be worn during the school day.

Dress Code: Jewelry/Piercings/Tattoos

1. All jewelry must be conservative, non-offensive, and not draw undue attention from an outside visitor.
2. Girls are allowed two earrings and one cartilage ring/stud in each ear.
3. No other visible piercing is allowed for girls.
4. No visible piercings are allowed for boys.
5. Visible tattoos are prohibited for all students in all school settings, including classroom, practice, competition, and performance settings.

Dress Code: Physical Education Classes

Students may wear the following:

1. TCA (P.E., Sport, or Activity) t-shirt (crew neck with sleeves)
2. School color (blue, red, gray/silver, or black) shorts or sweatpants; if cold, TCA hoodie or sweatshirt (school shorts need to be longer style - no shorter than 4" above the top of the knee)
3. Non-marking athletic shoes with tied laces; athletic socks
4. Purchase through TCA online store [\[click here\]](#) or a sports/activities coach or club sponsor

Dress Code: Special Dress Days

On special occasions, student dress will be allowed to deviate from the above standards during designated dress days – see below. On these days student dress must stay within the previous guidelines for modesty, fit, neatness, non-distracting, and non-offensive dress.

Dress Code: Casual Days

On designated casual days (typically during Spirit Week or Cash 4 Casual), students may wear any themed garments or specifically designated wear (i.e., blue denim) that are modest, non-offensive, without holes, and are appropriate for our school environment. Hats may be allowed at the discretion of individual classroom teachers. On casual days-students may wear denim shorts, skirts, or pants.

Dress Code: Dress-Up Days

Previous guidance regarding modesty and fit apply for dress-up days also. On designated dress up days (typically involving sports or activities contests/performances), students may dress up (not down) from typical dress code standards. Denim is never considered dressing up.

1. Dressing up would include the following:
 - dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, dark socks, dress shoes.
 - modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals
 - Spaghetti straps, strapless, or sleeveless dresses are not allowed.
2. If team or activity t-shirts or warm up tops are approved to wear, pants/shorts/skirts of traditional solid conservative color must still be worn (no denim).

Detention

Detention will serve as a consequence for the following behaviors: dress code violations; tardies; repeated disruptions of school classes or activities; minor disrespect shown towards others; failure to respect school boundaries; other infractions as needed.

1. The staff member issuing a detention will present the student with a detention slip with the following information: student name, offense, teacher signature. The staff member will communicate with the parent/guardian regarding the nature of the offense. The staff member may arrange for a time with the student to serve detention within their classroom. Otherwise, the staff member will pass along the detention slip to the Assistant Principal.
2. The Assistant Principal will meet with the student and assign a detention to be held after school. Detentions are 40 minutes from 3:10-3:50 pm. Detention may consist of some sort of supervised TCA community service project. Examples include: picking up trash, salvaging recyclables, washing building walls, washing windows, sweeping pavement, shoveling mulch/dirt/snow, weeding, and other various projects as determined by staff. Students may have some study time after the work/service project is complete.

Enrollment: Full-Time Enrollment

All TCA Junior High students are enrolled full-time. To meet the State of Colorado's requirements for full-time, a TCA student must be scheduled for at least five (5) credited courses. Students in grades 7-8 typically complete six (6) to seven (7) credited courses annually to meet TCA's graduation requirements.

Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the TCA program and attendance is required. All students must turn in a signed permission slip (and fee, if necessary) from a parent or guardian before being permitted to attend the field trip. Standard TCA dress code is to be worn on all field trips unless specifically announced otherwise by the teacher following approval by an administrator.

Library

[\(IJL-TCA-R-1\)](#), [\(JQ-TCA\)](#)

The Secondary Library welcomes traditional TCA, secondary students presently enrolled in grades 7th-12th. During school hours, secondary students may come to the library with a teacher-scheduled class or individually with a pass from a teacher or staff member. No pass is required before or after school hours. Library hours are 7:15 am to 4:00 pm Monday through Thursday and 7:15 am to 3:30 pm on Friday but may be adjusted due to staffing considerations. The library collection is selected to support TCA curricula and teacher-assigned research projects while offering a wide variety of fiction and non-fiction, classic literature, and current titles. Librarians are available during library hours to provide instruction and information to classes, individual students, and parents. For internet access, students and parents must complete the ASD20 Network User Agreement available online through Infinite Campus. Students will need to obtain a public library card to access some required research databases. During class visits students will

receive instructions on database access, research skills, evaluating websites and MLA citations along with other relevant information and skills.

Book Check-Out

1. Students may check out 4 books at a time for a 2-week period.
2. Books may be renewed if they are not on hold for another patron.
3. Secondary students may NOT check out elementary books unless approved by the librarian.
4. Students with fines may not check out books until the fine is paid.
5. As a courtesy, students are routinely sent overdue and fine notices through their Flex teachers.
6. Teachers may check out an unlimited number of resources with no specific due date. However, they may be recalled if needed by another teacher or student.

Library Fines

1. Full replacement cost must be paid for lost or damaged books. The actual cost of the book is determined by the TCA Destiny catalog record.
2. If a patron loses a book or damages a book beyond repair, they will be fined the total replacement cost of the book.
3. Any outstanding overdue book from the previous school year will be charged on the patron's account as a lost book fine at the start of the current school year, if the book has not been returned in good condition within the first full week of school.
4. A patron may pay a lost book fine before the 60-day lost book deadline, in person, with cash or check (payable to TCA) only. If the patron subsequently finds the lost book, the book is not 60 days overdue, the book is in good condition and is returned to the library within 7 calendar days of the payment, the paid lost book fine will be returned.
5. Any patron whose book(s) is greater than 60 school days overdue will be charged a lost book fine which is the total replacement cost of the book as shown in the library catalog. The book cannot be returned after 60 days. Before the fine is assessed, the patron and/or guardian(s) of the patron will receive a minimum of two emails sent through Infinite Campus detailing the overdue item(s) and the pending lost book fine(s). Librarians have discretion in fine assessment.
6. Fines will only be posted in the student's Infinite Campus account for damaged books or for lost books after the 60-day deadline. Patrons may then pay online or in person. If paying in person, please use cash or check (payable to TCA) as the library does not have the ability to take payments by credit/debit card.
7. Monies collected from lost or damaged books will be used towards replacement of the same book or towards the purchase of a comparable substitution. Library books are purchased with library or permanent bindings and are pre-processed with labels, covers and cataloging records. Consequently, replacement books will be purchased by the library in order to ensure equivalent titles. Librarians will not accept donated books in lieu of payment.

Library Use During School Hours

1. Students may use the library before or after school.
2. During school hours, students must present a pass from their current period teacher.

3. No more than 2 students may use 1 pass and come from the same class.
4. If at any time, a student is not on task or is a distraction to others, they may be asked to leave by a library staff member or teacher.
5. No food is allowed in the library. Water bottles and drinks with secure lids are permitted.
6. Secondary students may not use the elementary library.

Student Computer Use

1. Students use their school ID# and their chosen password to log on.
2. Computers are used for school related assignments, online research, searching the library catalog (Destiny) and/or checking Infinite Campus.
3. Students may not use the library computers for online gaming.
4. Inappropriate use of computers will result in loss of privileges.
5. Students may print school-related assignments on the library printers for free. Non-school related or personal pages carry a \$.05 per page cost for black and white pages, and \$.50 per page cost for color pages. Photocopies for school projects are free for the first 5 copies, \$.05 for each page after the first five. All non-school project photocopies are \$.05 for each page.

Lockers

All lockers are school property, and the school has the right to open and inspect lockers at any time, including cutting off locks if needed.

All students will be assigned a locker. The locker is for student convenience in the storage of school materials. TCA provides a standard combination padlock that students will use on their academic lockers. Students will be responsible to provide their own padlock for gym and athletic lockers. Students must secure the school-provided lock on their academic locker throughout the school day. Unsecured lockers will have a replacement lock installed, and a lock replacement fee of \$15 will be charged to the student's Infinite Campus account.

Lockers are to be kept neat and orderly. Posters or decorations are permitted on the inside of the locker but must be attached with masking or scotch tape. Posters or decorations must be appropriate for TCA. Any message writing must be done on a designated locker whiteboard not on the locker surface. If students damage lockers beyond normal wear and tear, they will be liable for repair costs.

Lockers: Gym Lockers

In addition to each student's hallway locker, there are also day-use P.E. lockers available in the gymnasium locker rooms. For P.E. students, these lockers are only to be used during assigned P.E. class periods. Students must bring a lock and use it to secure a locker to store their clothes/valuables during P.E. class. When P.E. class is over, students should remove their clothes, valuables, and locks and should return these items to their permanent hallway lockers. Locks that are left on the locker overnight will be cut and the contents of the locker sent to lost and found.

Parent-Student Handbook

2024-2025

Section 5: High School



**TCA North Campus
High School
975 Stout Rd Colorado Springs, CO 80921
(719) 484-0091**

OFFICE HOURS	7:30 AM to 3:30 PM
SCHOOL HOURS GRADES 9-12	7:45 AM to 3:00 PM
LATE START SCHEDULE	9:45 AM to 3:00 PM

Schedule

High School Bell Schedule

1 st Period	7:45 – 8:35
2 nd Period	8:40 – 9:30
3 rd Period	9:35-10:25
Flex	10:25 – 10:55
4 th Period	11:00 – 11:50
Lunch	11:50 –12:15
5 th Period	12:20 – 1:10
6 th Period	1:15 – 2:05
7 th Period	2:10 – 3:00

The hallways are locked twenty minutes after students are dismissed.

1. Students on campus twenty minutes after the end of school must be in an activity supervised by a staff member.
2. No supervision is provided later than a half hour after dismissal times except for the days that the library is kept open after school for study purposes.
3. Prompt pick up by parents is necessary and expected to ensure safety and to allow staff to depart at the end of their duty day.

Academics

Academics: Advanced Placement Classes

Advanced Placement (AP) exams are given in the spring to students in grades 10, 11 and 12 students who take AP courses.

1. All students who take an AP course are required to pay the examination fee in the fall and take the exam in the spring.
2. Only AP courses taught at TCA will be available for testing at TCA.
3. A student who does not complete the AP exam will have the AP course weight removed from their grade point average (GPA).
4. Exam fees are non-refundable.

Academics: Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the TCA program and attendance is required. All students must turn in a signed permission slip (and fee, if necessary) from a parent or guardian before being permitted to attend the field trip. Standard TCA dress code is to be worn on all field trips unless specifically announced otherwise by the teacher following approval by an administrator.

Academics: Final Exams

At the end of each semester, all students will complete final exams or assessments in each class. The schedule of final exams will be developed and published by the staff. Finals will not be scheduled early for individual students. Parents are strongly encouraged to plan travel and other commitments so that students can prepare and test within the schedule designed by the staff. All seniors will take Semester 1 finals. Seniors do not take Semester 2 finals, unless deemed necessary by teacher or student.

Students who do not take a final on time, and who have a pre-approved excusal, will make up the final at the first available date or as determined by the teacher/administration. The student is responsible for contacting the instructor /administration and arranging an exam time that is agreeable to the instructor. If a final exam is not completed by the teacher/administration set date, the student will receive a zero (0) on the final exam and a final grade will be computed accordingly.

Students who receive an “Incomplete (I)” in any course will have two weeks from the end of the semester to complete all required course work. At the end of the two weeks, all missing coursework will be assigned zero grades, and a final grade in the course will be computed accordingly. Progression into subsequent courses could be negatively impacted.

Academics: Full-Time Enrollment

All TCA High School students are enrolled full-time. To meet the State of Colorado’s requirements for full-time, a TCA student must be scheduled for at least five (5) credited courses. Students in grades 9-11 typically complete six (6) to seven (7) credited courses annually to meet TCA’s graduation requirements. Seniors are required to have at least five (5) credited courses each semester. Students may only take two of the following types of courses per semester: Partial, Senior Assistant, and Study Hall.

Academics: Grades and Report Cards

Assignments, grades for assignments, posted grades, and report cards are available to both students and parents via Infinite Campus. Report cards will not be sent home after each semester.

Academics: Homework: Credit for Work due During a Suspension

Students who have been suspended will be given the opportunity to make up schoolwork missed (or due) during the period of suspension. A student's suspension letter will outline how much credit will be reduced schoolwork made up during a suspension. It may be reduced up to 20%. Teachers will comment on that work and provide assistance or remediation for that work as needed and provide support for classroom goals and expectations related to that work.

Academics: Homework Responsibilities

At TCA, the teachers and administration strongly believe that homework will contribute to students' academic success. To function well in the classroom, students must do the homework required by the teacher. Homework serves as a link between the student, the home, and the classroom. Homework fosters good study habits such as independent learning, effective time management, and personal responsibility.

While recognizing the usefulness of homework, TCA staff also strives to assign reasonable homework loads, realizing the need to maintain balance in students' lives. Homework will be a daily activity for most students. Students who use their class time responsibly should not have excessive amounts of homework (see time guidelines below). If a student is consistently overwhelmed with homework, parents should contact the student's teachers.

The guidelines below have been developed for homework. The guidelines are based upon an average student on an average night. The guidelines also assume each student uses her/his in-class and in-school study time wisely.

Parents should realize that students taking advanced courses, such as Honors/Advanced Placement (AP) courses will exceed the timelines below. Students taking one or more Honors/AP courses should expect considerably more than two (2) hours of homework each day.

	High School Average Student	High School Advanced Student
Average Nightly Load	1.5 – 2 Hours 90-120 Minutes	2-3+ Hours 120-180+ Minutes

Academics: Homework Responsibilities - Parents

1. Provide an appropriate place and atmosphere for homework.
2. Set aside homework/reading time nightly.
3. Contact teachers if time spent on homework is excessive after completing the Homework Tracking Form that is available in the school office.

Academics: Homework Responsibilities - Students

1. Attend school regularly and come prepared.
2. Complete homework assignments neatly and on time.
3. Schedule time wisely to meet assignment deadlines.
4. Get assignments when absent. Make-up work will take priority over any co-curricular activity.

Academics: Homework Responsibilities - Teachers

1. Assign work for academic reasons to practice, reinforce, and master skills. Provide clear directions for assignment, format, and due date.
2. Provide checkpoints for long-term assignments.
3. Provide in-class time for students to begin their homework on most days.

Academics: Individual Career and Academic Plans (ICAP)

As required by the State of Colorado, students will review and update plans annually in grades 9-12, using Naviance. At TCA High School, an ICAP plan is called a PWR (Post Secondary Workforce Readiness Plan).

Academics: Parental Contact with Teachers

It is important that parents be respectful and courteous about contacting teachers after school hours. Attempts should be made to schedule appointments during regular school hours. Teachers are often at their busiest between 7:15 to 7:45 am and 3:00 to 3:30 pm. Please make appointments with teachers rather than trying to conference with them during those times.

Academics: Schedule Change Requests

Schedule changes are made for very few reasons. Schedule changes in the fall will only be considered for the following reasons: duplication of course; not meeting prerequisite for course; failed course; missing core course in schedule; needed for graduation (seniors only); not enough classes scheduled (less than 7 classes scheduled each semester). Examples of unacceptable requests include:

1. requests for teacher change; being in class with friends
2. changing the class to a different period
3. elective changes
4. year-long classes at semester

Students are expected to complete the full year of all yearlong courses, including Math and Foreign Language courses. If a student needs a schedule adjustment for an approved reason, as stated above, schedule change forms are available from the front office, and on the TCA website, under the scheduling tab. These forms are due back to the scheduling specialist no later than the 7th day of school. Advanced Placement (AP) courses can be dropped through the 10th day of the school year.

Academics: Textbooks

Textbooks are the property of TCA, and students are responsible for the care of their books. All hardback TCA books are to be covered with an appropriate book cover. Damaged or lost books are the responsibility of the student to whom they were issued. When textbooks are issued both the student, and the teacher will inspect the books and note any damages on the Textbook Sign Out Form. Textbooks will be re-inspected when they are collected. Any book that is lost or damaged beyond use will be paid for by the student at full replacement cost. Book fines may also be levied if the teacher determines that the student has damaged the book(s) beyond reasonable wear and tear for the time of use. Under no circumstance should a student write in a textbook with pencil, pen, or highlighter.

Academics: Tutoring

Please check with individual teachers for possible availability of before or after-school individual help. Please make prior arrangement with the teachers.

Book Bags/Backpacks

Students may use book bags/backpacks to carry their books and other school materials. To improve safety and to allow the teachers to move about the classrooms more easily, students must place their book bags under the desk during class. Also, for both safety and security reasons, book/duffel bags may not be left unattended in classrooms, hallways, restrooms, the gym, or outside the buildings.

Connections (Career, College, and More)

The Connections Center exists to empower students and their parents by communicating pertinent information that will assist them in their post-secondary planning and decision-making processes. Knowing there are a myriad of options after graduation, Connections team members strive to prepare TCA students for their life after high school by connecting them with exploration and knowledge that will assist them in making career and college choices. Students are welcome to stop by and visit the Connections Center; we are always happy to work with you! Parents, we do ask that you contact your advisor to schedule an appointment so we may set aside the time you need. We love family appointments!

The team assists students in these primary areas:

1. Post-Secondary and Workforce (P-W-R) Plans: interest, career/college resources for post-secondary planning (also known as ICAP+)
2. Self-exploration of interests, strengths, skills, values, and more
3. College admission and scholarship paperwork processing to include letters of recommendation and transcripts
4. Community service tracking (Board-mandated for graduation)
5. Scholarship, enrichment, and other academic opportunities

Weekly newsletters share information about upcoming events, tools, careers, colleges, and more. The newsletters are emailed each week to the guardian emails listed in Infinite Campus and to student emails listed in Naviance.

Advisers visit grade-level classes each semester equating to more than thirty (30) classroom sessions during high school. The curriculum is designed to set a foundation for career exploration, access to education and training opportunities, and pursuit/implementation of post-secondary plans. Each classroom visit is followed up with a post-chat message in the weekly newsletter so families can continue the conversations.

The Connections Center hosts over a hundred events each year. This includes grade-level parent meetings in the fall. All events are announced in the weekly newsletter and under the What's New category in Naviance. Students have a spectacular tool in Naviance; parents can also see their student's information.

Staff:

Joanna Peters, Director, tcacollege@asd20.org

Katina Dahl, Advisor, kdahl@asd20.org

Jodi Hoffman, Office Manager, tcavisits@asd20.org

(719) 484-0091, X1104

Closed Campus

TCA operates under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal, or until they are signed out by a parent or guardian. In order to maintain a safe environment, the following procedures must be followed. Student sign-outs are located in the school office.

If a student arrives at school after the start time, a parent must sign the student in at the office, send in a signed note, or call the office (719) 484-0091 with the reason for being late. The student will receive a pass to go to class.

Students who must leave school during the day due to illness or an appointment must check out through the office and present the sign out pass to security.

Students must present an office pass to the security kiosk when they leave the building. The office should be informed through a note or telephone call from a parent prior to student dismissal. Parents need to come to the office to sign out their student. When a student returns after an appointment, the student needs to sign back in at the office.

Students are not allowed to prop doors open or allow entry for anyone during the school day.

Concurrent Enrollment

[\(IHCDA-TCA\)](#), [\(IHCDA-TCA-R\)](#), [\(Concurrent Enrollment Packet\)](#)

TCA High School collaborates with Pikes Peak State College (PPSC) to offer concurrent enrollment courses to college-ready qualified students at no tuition cost. This includes academic and technical education courses.

A qualified student means a person who is enrolled at TCA High School at least half time, in grades 11 or higher, and meets college readiness criteria in both Math and English. The student

must have an Individual Career and Academic Plan (ICAP) aligned with the concurrent enrollment course requested, be on track to graduate, and have a cumulative GPA of 3.50 or higher.

The deadline for PPSC enrollment for the Fall semester is the end of third quarter. The deadline for PPSC enrollment for the Spring semester is September 1.

Dress Code Policy

[\(Policy JICA-TCA-B\)](#), [\(Policy JICA-S-TCA\)](#)

Students may purchase items from any vendor, so long as they are substantially the same in style, color, and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA Secondary staff, with support of the TCA Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the Student Handbook. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

The dress code impacts the school positively by:

1. Fostering a distinct and positive—TCA Appearance
2. Decreasing distractions.
3. Increasing wardrobe equity.
4. Supporting easy identification of visitors or strangers.
5. Giving parents and students an opportunity to demonstrate mutual support of TCA's core values and beliefs.
6. Teaching students the importance of self-discipline and personal responsibility.
7. Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

TCA students are required to follow the dress code guidance provided herein throughout the school day. The dress code is intended to promote safety, improve discipline, and enhance the overall learning environment. As TCA prepares students for future lives of service, scholarship, work and leadership, TCA must prepare them to recognize and submit to all sorts of external standards. Universities and future employers may control their living conditions, set standards for work performance, or restrict their communications. In almost all communities, students will be subject to a broad array of legal, financial, social, and practical standards. TCA uses the school dress code as a concrete opportunity for students to learn respectful compliance – and, when necessary, to accept natural consequences for poor decisions, helping students learn how to live within the social world of rules and imposed standards. Properly adhering to the dress code also shows self-discipline, pride in oneself and in TCA.

Students may be out of dress code before school starts if they are outside the buildings; however, students are required to be in dress code when they enter any building in the morning or when returning from outside. After 3:00 pm, students on campus may be out of dress code but

must still be modestly and appropriately dressed. The dress code must be followed during detention and on field trips unless the administration approves otherwise. The dress code is not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

Dress Code: Community Responsibilities

Parents are responsible for ensuring that their students arrive at school in proper dress. Within the school, classroom teachers and other staff members will enforce compliance with the dress code. TCA administrators will make final decisions regarding dress code issues. Cheerful consistent compliance with the policy by all is expected. Students need to take ownership of the dress code policy and, at the beginning of each day, be able to affirm, if asked, that they are in compliance with the policy and its intent.

Dress Code: Consequences for Dress Code Violations

Dress code violations will be documented by the person making the decision. A student's first violation will result in a verbal warning and the warning will be documented. Any violations subsequent to the first warning may result in the student being assigned detention for dress code violations. If a student repeatedly violates the policy guidance, further disciplinary actions including suspensions may be invoked. If a student violates the dress code policy in a manner that cannot be immediately corrected, the staff member may require the student to call her/his parent or guardian and arrange for them to bring the clothing item(s) required to bring the student into compliance with the dress code. A staff member may require a student to remain in the school office until appropriate attire arrives.

Dress Code: General Dress Code Guidance

Students must present a neat appearance.

1. Items of dress are to be of an appropriate size/fit, must be modest, and worn as intended by the policy.
2. A student can be out of compliance for wearing non-approved items or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate.
3. Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references.
4. TCA wear can only be purchased through the TCA on-line store via the link on the TCA website homepage: [click here](#).
5. TCA approved attire can be purchased through the TCA store located at French Toast: [click here](#).
6. Students may not create, distribute, display, or otherwise introduce into the school environment any materials or clothing which are disruptive, or potentially disruptive, to the educational environment as determined by the school administrators; including but not limited to items that:
 - refer to or depict drug, tobacco, or alcohol
 - are obscene, profane, vulgar, or defamatory in design or message

- advocate drug use, violence, or disruptive behavior
- threaten the safety or welfare of any person

Dress Code: Pants/Shorts/Skirts

1. Pants/shorts/skirts must not have any visible logos, be form fitting or contoured to one's body shape, or be overly loose, have cargo pockets, have holes, be distressed, faded, or ripped.
2. Pants/shorts/skirts must be of traditional solid conservative color (navy, khaki, brown, black, or grey).
3. Students may not wear denim, except for black jeans allowed on Fridays.
 - Included in the denim category are jean-like pants which may or may not have external rivets intended to look like denim pants.
4. The length of shorts will not be shorter than 4 inches above the top of the knee.
5. The length of skirts/dresses will not be shorter than the top of the knee.
 - Solid neutral color leggings may be worn under appropriate length/approved skirts.
6. No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any "workout" or "yoga" stretch pants, "jeggings," shorts, or leggings and any skirt or skort with fabric that stretches or clings to the wearer.

Dress Code: Shirts

1. Shirts must only be polo (solid color) or oxford dress style (solid color and buttoned up
2. collared shirt).
3. Shirts must not have visible logos, (unless purchased from the [TCA on-line store](#)), be form fitting or contoured to one's body shape, overly loose, or have holes.
4. Shirts must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
5. During the school day, shirts must be tucked into the pants or skirts and reflect an acceptable standard of neatness and modesty. In lieu of tucking, girls may layer their shirts (when layering the layered items must be visible and extend beyond the outer shirt).
6. Long sleeve thermal-type or t-shirts are not to be worn underneath short-sleeved polos or oxfords.
7. Sleeveless shirts and sheer material (any material one can see through) are not acceptable.
8. TCA-approved logo t-shirts are only allowed on Fridays, see Friday Wear section below.

Dress Code: Sweaters/Sweatshirts/Jackets

These garments are designed to be worn over a shirt as a base layer and may be pullover, button, or zipper style.

1. Sweaters

- Must not have visible logos, be form fitting or contoured to one's body shape, overly loose, or have holes.
 - Must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
 - Crew neck sweaters may be worn without a base layer shirt.
 - All V-neck sweaters must have a collared shirt visible underneath.
 - Cardigan sweaters may only be worn if over a collared shirt.
 - Open weave sweaters, where the skin and/or undergarments are visible are prohibited.
 - Thermal type material shirts are not considered sweaters or sweatshirts and do not meet the intent of this dress code section.
2. Sweatshirts, Hoodies, and Jackets
- Students may wear TCA-approved logo sweatshirts (hooded or not) and jackets with TCA-approved logos (including athletic team and co-curricular groups) within the school building.
 - Students may wear solid-colored, conservative-colored crewneck sweatshirts with no logos during school hours.
 - Any other sweatshirt, hoodie, or variation (whether solid color or non-logo) should not be worn during the school day.
 - Shirts, if worn under sweatshirts, must be tucked in.
 - Teachers may request a student remove TCA-approved logo jackets within the classroom.
 - Hoods on hooded sweatshirts or jackets will not be worn during the school day.

Dress Code: Neckties/Scarves/Belts

1. Students may wear neckties with oxford dress shirts.
 - If worn, neckties must be of standard length and properly tied.
 - Ties must be of coordinating colors and in good taste.
2. Students may wear scarves that are of coordinating colors and in good taste
3. Students must wear belts, which may not have spikes or metal protrusions, and must be of coordinating colors and in good taste.
 - Buckles must be plain and not overly large.

Dress Code: Footwear

1. Students must wear footwear at all times.
2. All footwear must be neat, clean, and appropriate for an educational environment.
3. Footwear colors must not be overly bright or distracting.
 - For safety reasons, footwear cannot have spiked heels or heels greater than 2 inches in height.
4. Socks, if worn, must be primarily of one color, without pattern.
5. Tights/leggings for girls must be a solid neutral color without pattern.
6. Shower/beach/athletic sandals/Five-finger, barefoot shoes or flip-flops are not allowed.

- A good guideline for sandals is that it is not allowed if it has a rubber sole. In the interest of simplicity and ease of identification, most sandal styles are allowed, but rubber/plastic flip flops or other rubber/plastic athletic slip-ons or beach/river wear are prohibited.

Dress Code: Friday Wear

1. On Fridays students are allowed to wear black denim (not blue) shorts, skirts, or pants.
2. TCA approved logo shirts or t-shirts from athletic teams or co-curricular groups that have been approved by school administration are also allowed for Friday wear. The apparel must also comply with general guidelines for modesty and neatness.

Dress Code: Hair and Accessories

1. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed, neat, and trim manner.
2. A student's hair shall be worn in a manner that is not in the student's eyes.
3. Hats or baseball caps may not be worn during the school day.

Dress Code: Jewelry/Piercings/Tattoos

1. All jewelry must be conservative, non-offensive, and not draw undue attention from an outside visitor.
2. Girls are allowed two earrings and one cartilage ring/stud in each ear.
3. No other visible piercing is allowed for girls.
4. No visible piercings are allowed for boys.
5. Visible tattoos are prohibited for all students in all school settings, including classroom, practice, competition, and performance settings.

Dress Code: Physical Education Classes

Students may wear the following:

1. TCA (P.E., Sport, or Activity) t-shirt (crew neck with sleeves)
2. School color (blue, red, gray/silver, or black) shorts or sweatpants; if cold, TCA hoodie or sweatshirt (school shorts need to be longer style - no shorter than 4" above the top of the knee)
3. Non-marking athletic shoes with tied laces; athletic socks
4. Purchase through TCA online store ([click here](#)) or a sports/activities coach or club sponsor

Dress Code: Special Dress Days

On special occasions, student dress will be allowed to deviate from the above standards during designated dress days. On these days student dress must stay within the previous guidelines for modesty, fit, neatness, non-distracting, and non-offensive dress.

Dress Code: Casual Days

On designated casual days (typically during Spirit Week or Cash 4 Casual), students may wear any themed garments or specifically designated wear (i.e., blue denim) that are modest, non-offensive, without holes, and are appropriate for the school environment. Hats may be allowed at the discretion of individual classroom teachers. On casual days-students may wear denim shorts, skirts, or pants.

Dress Code: Dress-Up Days

Previous guidance regarding modesty and fit apply for dress-up days also. On designated dress up days (typically involving sports or activities contests/performances), students may dress up (not down) from typical dress code standards. Denim is never considered dressing up.

1. Dressing up would include the following:
 - dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, dark socks, dress shoes.
 - modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals
 - Spaghetti straps, strapless, or sleeveless dresses are not allowed.
3. If team or activity t-shirts or warm up tops are approved to wear, pants/shorts/skirts of traditional solid conservative color must still be worn (no denim).

Dress Code: Two-Hour Delays

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Since it is likely that some students may be required to shovel snow, scrape ice, push cars, etc., students may wear blue or black jeans with a TCA approved logo shirt/sweatshirt.

Graduation Requirements and Coursework

(Policy IKF-TCA-HS)

All students who graduate from TCA should have a firm foundation in the core areas of English, World Languages, Mathematics, Science, and Social Science, as well as a comprehensive background in arts, physical education, and other electives. To be prepared for post-graduate careers or higher education, students should select courses which are related to their post-secondary plan and are academically demanding.

To receive a diploma from TCA High School, students must meet or exceed TCA's academic standards and measures required by this policy or complete the requirements and goals listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

The coursework outlined in this policy is the minimum required for earning a diploma; students should strive to challenge themselves by exceeding the requirements whenever possible in accordance with their post-graduation goals.

Coursework requirements for graduation are based on the number of units of credit earned in grades 9 through 12. A unit of credit is typically the credit received for a one semester course. A

minimum of 48 units of credit shall be required for graduation. A unit of credit is defined as the amount of credit given for the successful completion of a unit of work as defined in the course catalog. TCA awards one credit per semester for grades of D- and above.

Subject Area	Courses That Meet Graduation Credit Requirements	Credits
English ¹	Classics & Comp I, Classics & Comp II, Amer Lit. & Comp, Amer Studies English, World Lit. & Comp. ⁷ , AP English Lit ⁷ , Artes Liberales AP English Lit ⁷	8
Rhetoric	Rhetoric ⁷	2
Math ¹	Algebra I, Geometry, Algebra II, Functions Stats Trig, Adv Quant Reasoning, Pre-Calc, AP Maths ⁶	6
Natural/Physical Science ¹	Biology, Chemistry, Physics, Earth Science, Anatomy & Physiology, Environmental Science, AP Sciences ⁵	6
Social Sciences ¹	World History/Geo 9, World History/Geo 10, U.S. History/Geo, Amer Studies History, Civics/American Government ⁷ , Artes Liberales Civics Am Govt ⁷ , AP European History, AP US History, AP Govt & Politics ⁷	7
Language ²	Spanish, French, or Latin ³	6 ²
Fine Arts	Art/Music Appreciation ⁸ , Art elective	2
Production/ Technical	Computer Applications ⁴	--
Physical Education	Personal Fitness Development ⁹ , P.E. elective	2
Health	Health & Wellness ⁹	1
Electives	See Course Catalog for List of Approved Electives	8
Total ¹⁰	Minimum for Graduation (1 credit =1 semester)	48 Credits

1 = Advanced Placement courses offered in 10th, 11th, & 12th grade.

2 = Students must complete three years of a single language in 9th-12th grades.

3 = Students who complete (D- and above) 4 semesters of Classical Foundations in 7th and 8th grades fulfill the Latin requirements. All other students must take Latin I. The Latin I course may receive elective credit if the student chooses to pursue Spanish or French to Level III.

4 = Students who complete (D- and above) 4 semesters of Computer Science in 7th and 8th grades fulfill the computer requirements. All other students must enroll in and pass (D- or above) the high school Computer Applications Course or another semester computer course approved by administration; or take and pass the Computer Applications Competency Assessment.

5 = Students must complete three years of high school Science. Two years must be in lab Sciences.

6 = Students must complete three years of Math in 9th-12th grades, Algebra I and higher, at least through Algebra II. Algebra II must be taken at TCA.

7 = In order to complete the Senior Capstone, students must take one Senior Literature course, one Senior Social Science course, and Rhetoric concurrently.

- Seniors must choose one of the following: World Literature and Composition, AP English Literature, or Artes Liberales AP English Literature.
- Seniors must choose one of the following: Civics/American Government, AP Government and Politics, or Artes Liberales Civics American Government.

8 = Students who successfully complete a choir sequence that will lead to Concordia, Cantemus, Small Mixed Ensemble and/or Corda Musica II at TCA for the junior and senior year or successfully complete four years in TCA's high school band (Wind

Ensemble, Percussion Ensemble, and/or Symphonic Band), or complete Art I, II, III and Art IV/AP Studio Art, fulfill the Art/Music Appreciation requirement. All other students must complete the Art/Music Appreciation course in the junior or senior year.

9 = Personal Fitness Development and Health and Wellness are intended to be completed in 9th grade.

10 = There are 56 total units of credit possible in grades 9 through 12.

For a complete list of offered courses including AP courses and electives, please reference the course description section on the school website. Course descriptions, titles, and textbooks might change, but the basic TCA philosophy will not. [2024-25 HS Course Catalog](#)

Graduation Requirements: Required Senior Courses

1. Rationale

- The Senior Rhetoric, Civics, and Literature courses are a distinctive component of TCA's classical approach.
- Ensuring that students take all three courses concurrently at TCA enhances our ability to deliver a "capstone" experience for the classical curriculum.
- Ensuring that students take all three courses at TCA enhances our ability to offer multi-disciplinary lessons, projects, and assessments that strand across all three classes.

2. Protocol

All students who graduate from TCA are required to complete Rhetoric, Literature, and Civics concurrently as TCA courses on High School campus with TCA instructors. If a student fails or does not complete one or more of the three capstone courses, the credits must be recovered at TCA.

Graduation Requirements: Community Service

Forty (40) hours of community service and four (4) reflection papers are a graduation requirement. Students submit documentation through X2Vol.

Graduation Requirements: Demonstration of Proficiency in English Language Arts and Math

[\(ASD20 Policy IKF-R\)](#)

To be eligible for graduation, students must demonstrate proficiency in both Math and English Language Arts (ELA). In addition to the coursework requirements outlined in policy and in accordance with requirements published by the Colorado Department of Education (CDE) Click [\[here\]](#) students will demonstrate proficiency in both Math and ELA.

Graduation Requirements: Seal of Biliteracy

[Colorado Department of Education's Seal of Biliteracy webpage](#)

Students who meet requirements for proficiency in English and at least one foreign language will be awarded the Seal of Biliteracy on their official student transcript. Seniors who qualify for the Seal of Biliteracy will be notified in the fall of their graduating year. If a student would like to work towards a seal or submit additional testing/scores for consideration, the student should contact the school's administration for assistance.

Graduation Requirements: Students Transferring into TCA Junior High or High School After the 7th Grade

1. **Community Service**

Cumulative community service will be adjusted based on acceptance date. Normally, 40 hours are required. If a student transfers to TCA as a sophomore only 30 hours are required.

2. **Computer Applications**

Transfer students must do one of the following:

- Take and pass the Computer Applications Competency Assessment the student's first semester at TCA. The assessment may only be taken once.
- Take and pass (D- or above) the high school Computer Applications Course.
- Take and pass (D- or above) another semester computer course approved by administration.

3. **Latin:** Transfer students must take Latin I.

4. **Additional Required Classes**

Students who transfer into TCA must enroll in the lower level required courses until all requirements are met. Once a student has fulfilled those requirements, then the student may choose electives.

For instance, a new student to TCA must enroll in the appropriate grade level courses (as long as prerequisites are met) and must take Latin and computer courses. The following year elective choices must first meet graduation requirements. It is possible a transfer student will not have the option of a partial absence during the senior year.

Library

([Policy JQ-TCA](#)), ([IJL-TCA-R-1](#))

The Secondary Library welcomes traditional TCA secondary students presently enrolled in grades 7-12. During school hours, secondary students may come to the library with a teacher-scheduled class or individually with a pass from a teacher or staff member. No pass is required before or after school hours. Library hours are 7:15 am to 4:00 pm Monday through Thursday and 7:15 am to 3:30 pm on Friday but may be adjusted due to staffing considerations. The library collection is selected to support TCA curricula and teacher-assigned research projects while offering a wide variety of fiction and non-fiction, classic literature, and current titles.

Librarians are available during library hours to provide instruction and information to classes, individual students, and parents. For internet access, students and parents must complete the ASD20 Network User Agreement available online through Infinite Campus. Students will need to obtain a public library card to access some required research databases. During class visits students will receive instructions on database access, research skills, evaluating websites and MLA citations along with other relevant information and skills.

Library: Book Check-Out

1. Students may check out 4 books at a time for a 2-week period.
2. Books may be renewed if they are not on hold for another patron.
3. Secondary students may not check out elementary books unless approved by the librarian.

4. Students with fines may not check out books until the fine is paid.
5. As a courtesy, students are routinely sent overdue and fine notices through their Flex teachers.
6. Teachers may check out an unlimited number of resources with no specific due date. However, they may be recalled if needed by another teacher or student.
7. If the student finds the lost book, the book is not 60 days overdue, the book is in good condition and is returned to the library within 7 calendar days of the payment, the paid lost book fine will be returned.

Library: Library Fines

1. Full replacement cost must be paid for lost or damaged books. The actual cost of the book is determined by the TCA Destiny catalog record.
2. If a patron loses a book or damages a book beyond repair, they will be fined the total replacement cost of the book.
3. Any outstanding overdue book from the previous school year will be charged on the patron's account as a lost book fine at the start of the current school year, if the book has not been returned in good condition within the first full week of school.
4. A patron may pay a lost book fine before the 60-day lost book deadline, in person, with cash or check only. If the patron subsequently patron whose book(s) is greater than 60 school days overdue will be charged a lost book fine which is the total replacement cost of the book as shown in the library catalog. The book cannot be returned after 60 days. Before the fine is assessed, the patron and/or guardian(s) of the patron will receive a minimum of two emails sent through Infinite Campus detailing the overdue item(s) and the pending lost book fine(s). Librarians have discretion in fine assessment.
5. Fines will only be posted in the student's Infinite Campus account for damaged books or after the 60-day deadline. Patrons may then pay online or in person. If paying in person, please use cash or check as the library does not have the ability to take payments by credit/debit card.
6. Monies collected from lost or damaged books will be used towards replacement of the same book or towards the purchase of a comparable substitution. Library books are purchased with library or permanent bindings and are pre-processed with labels, covers and cataloging records. Consequently, replacement books will be purchased by the library in order to ensure equivalent titles. Librarians will not accept donated books in lieu of payment.

Library: Library Use During School Hours

1. Students may use the library before or after school.
2. During school hours, students must present a pass from their current class period teacher.
3. No more than 2 students may use 1 pass and come from the same class.
4. If at any time, a student is not on task or is a distraction to others, they may be asked to leave by a library staff member or teacher.
5. No food is allowed in the library. Water bottles and drinks with secure lids are permitted.
6. Secondary students may not use the elementary library.

Library: Student Computer Use

1. Students use their school ID# and their chosen password to log on.
2. Computers are used for school related assignments, online research, searching the library catalog (Destiny) and/or checking Infinite Campus.
3. Students may not use the library computers for online gaming.
4. Inappropriate use of computers will result in loss of privileges.
5. Students may print school-related assignments on the library printers for free. Non-school related or personal pages carry a \$.05 per page cost for black and white pages, and \$.50 per page cost for color pages. Photocopies for school projects are free for the first 5 copies, \$.05 each page after the first five. All non-school project photocopies are \$.05 each page.

Lockers

All lockers are school property, and the school has the right to open and inspect lockers at any time, including cutting off locks if needed.

All High School students will be assigned a locker. The locker is for students' convenience in the storage of school materials. High school students are strongly encouraged to bring a lock to place on their lockers, as TCA is not responsible for the security of items placed in lockers.

Lockers are to be kept neat and orderly. Posters or decorations are permitted on the inside of the locker but must be attached with masking or scotch tape. Posters or decorations must be appropriate for TCA. Any message writing must be done on a designated locker whiteboard not on the locker surface. If students damage lockers beyond normal wear and tear, they will be liable for repair costs.

Lockers: Gym Lockers

In addition to each student's hallway locker, there are also day-use P.E. lockers available in the gymnasium locker rooms. For P.E. students, these lockers are only to be used during assigned P.E. class periods. Students must bring a lock and use it to secure a locker to store their clothes/valuables during P.E. class. When P.E. class is over, students should remove their clothes, valuables, and locks and should return these items to their permanent hallway lockers. Locks that are left on the locker overnight will be cut and the contents of the locker sent to lost and found.

Senior Lunch Privilege

Off campus lunch is a privilege granted to the Senior class that permits twelfth grade students in good academic, attendance, and conduct/discipline standing to leave campus every day during Flex block and lunch time, except on Titan Team days. Students who return late to the period following lunch will have this privilege removed for a period of time. The continued occurrence of missed class time following lunch may result in progressively longer suspensions of this privilege. This privilege may also be revoked, if necessary, for safety or administrative reasons. Parents who do not want their students to exercise this privilege should submit in writing a note that informs the office that their student will not be permitted to

leave campus during this time. Seniors who do not leave campus report to the senior lounge for Flex and lunchtime.

Student Conduct: Detention

Detention will serve as a consequence for the following behaviors: dress code violations; tardies; repeated disruptions of school classes or activities; minor disrespect shown towards others; failure to respect school boundaries; other infractions as needed.

1. Detentions will be issued to students to be served at a time agreed upon by the teacher and student. Administration may also assign detention, which will be served during lunch from 10:55-11:20 am, and/or afterschool from 3:10-4:00 pm. Parents will be notified whenever a detention is assigned.
2. Any student who fails to attend an assigned detention will receive additional day(s) of detention. If a student continues to miss detention, additional consequences may be imposed. Students who accumulate 3 or more detentions may be subject to an office referral.

Student Organizations

[\(JJA-TCA\)](#), [\(JJA-R-TCA\)](#), [\(JJA-E-TCA\)](#)

Students shall be permitted to organize and conduct meetings of student clubs or other groups on school premises during non-instructional time. Curriculum-related student organizations serve as an extension of the regular school curriculum. If their activities bear a direct relationship to the regular curriculum, they will be deemed to be an officially recognized, school-sponsored club. Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this district, parents, school personnel or non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Students of the organizing campus may only attend clubs. Students seeking approval for a student organization to meet at school during non-instructional time should seek approval from the principal or designee in accordance with policies.

Parent-Student Handbook

2024-2025

Section 6:

Cottage School Program



Grades Kindergarten – 6

12201 Cross Peak View

Colorado Springs, CO 80921

(719) 487-2000

TCA COTTAGE SCHOOL PROGRAM AT TCA EAST CAMPUS
CSP OFFICE HOURS 7:30 am to 4:00 pm
SCHOOL HOURS for CSP All day classes, Grades 1-6 8:15 am to 3:30 pm Kindergarten 8:15 am to 11:30 am
LATE START SCHEDULE for CSP All day classes 10:15 am to 3:30 am Kindergarten 10:15-12:30 am
KIOSK HOURS OF OPERATION M-Th 7:30 am – 3:30 pm F 8:00 am – 3:30 pm

Introduction

Introduction: History

TCA Cottage School Program (CSP) was started in the fall of 1999. This program began as an outreach to home schooling families in the community. It started with approximately 100 first through sixth grade students. The following year, in the fall of 2000, seventh and eighth grades were added. Due to the popularity of TCA’s non-traditional College Pathways (CP) program (Grades 7-12), CP expanded its junior high capacity in the fall of 2021 and eliminated the CSP seventh- and eighth- grade offerings. CSP continues to meet the needs of home school families, serving approximately 300 K-6 students each school year.

Introduction: Academic Program Philosophy

CSP is designed to help home school parents provide their K-6 children a part-time academic program in Language Arts and specials (Physical Education, Art, and Music) to educate and equip all students academically, ethically, socially, and physically as exemplary young citizens through the classical approach.

Introduction: CSP and College Pathways Classical Education Philosophy

Each school at TCA teaches students in a developmental, classical environment. In the lower grades, students use drill and practice to master the fundamental “grammar” for each subject. During the middle years, students are encouraged to expand their thinking and logic skills. Finally, in the high school years, students are expected to be able to formulate original, well-founded, and logically cohesive concepts and to be able to express them in an articulate manner.

Academics

Academics: Achievement Testing

Colorado State Home School Law requires home schooling parents to test or provide a formal evaluation in grades 3, 5, 7, and 9, up to age 16. In grades 3 and 5, CSP offers the IOWA Survey Battery standardized tests in the spring. If a student is in either of these grades, the parents will receive information from the classroom teacher in February.

If a parent chooses to test elsewhere, the parent is responsible for submitting a copy of the child’s test results or evaluation to either the school district that receives the written notifications for the home school students or report the test/evaluation results to an independent or parochial school. Results must be submitted to CSP by August 31, after the child completes the grade requirements for the previous year.

If a parent submits the test or evaluation results to an independent or parochial school, the name of the school must be provided by the parent to the school district that receives written notification. (Policy 22-33-104.5(3)(f), C.R.S.)

Academics: Colorado Homeschool Law

[\(Colorado Department of Education Homeschool Webpage\)](#)

For a review of requirements, Colorado State Home School Law can be accessed at the Colorado Department of Education’s website link above.

Academics: Grades

CSP uses two types of grading systems on participation reports and report cards. They fluctuate based on the grade level, habit, or course based on TCA’s educational philosophy.

A student’s habits or courses may be evaluated using:

C = Consistently

U = Usually

S = Sometimes

R = Rarely

NG = No grade

From grades 4-6, percentage grades for Writing, Literature, and Grammar will be included on report cards. Percentage grades will be 0-100%, or NG, which represents “no grade.”

Academics: Grades - Parent Grading Responsibilities

The CSP program relies on parents upholding their role in the CSP Triad: Parents + Teacher + Student working together to succeed in CSP. Parents are expected to help with specific homework each week. Each child's participation report (grades K-3)/report card (grades 4-6) will reflect the degree of parental support with these expected tasks.

1. **Kinder:** Practice Spalding phonograms and handwriting at home; in the second semester, practice beginning spelling and simple sentence/grammar work.
2. **Grades 1-2:** Practice Spalding phonograms and handwriting at home; practice spelling words for upcoming in-class tests; ask child to complete homework packet; work with one's child to ensure that all corrections are made to homework. Please initial the top of each homework page when this is completed, and help students return all homework to class on time. Papers not corrected by a parent will be returned and graded as late.
3. **Grades 3-6:** Proofread/edit IEW writing assignments with one's student and verify (with signature) that all IEW checklist items have been included in the assignment. Students return all homework to class on time. Papers not proofread by a parent will be returned and graded as late. The teacher will grade the assignment.

Academics: Parent Information and Training

(Parent Training Videos)

Because a strong partnership involves effective communication and shared knowledge about curriculum, CSP is committed to supporting home schooling parents by supplying information regarding CSP curriculum. CSP encourages all new parents to attend the new parent orientation at Back-to-School Night and all parents to attend information meetings in the fall. Parent training is available via video, and in-person trainings may be offered if requested. Teachers are also an excellent resource for help with implementing the CSP curriculum at home.

1. **Parent Trainings (Grades K-2): Spalding Phonics/Spelling:** The training videos help model for parents how to reinforce the Spalding method for reading and writing at home. A more in-depth Spalding session is offered by the full-time elementary program. Information about this extended training course will be provided in the CSP newsletter. These videos/training courses are strongly recommended for new parents, grades K-2.
2. **Parent Training (Grades 3-6): IEW Writing curriculum:** The training videos guide parents in understanding the writing curriculum, *Institute for Excellence in Writing* (IEW). CSP provides parents with necessary information about the curriculum to enable them to confidently support their child at home. These videos/training courses are strongly recommended for new parents, grades 3-6.
3. **New CSP Parent Orientation:** New parents are notified of this meeting (held during Back-to-School Night in August) via a welcome letter sent from CSP administration during the summer.
4. **Meet and Greet:** Before classes start in the fall, grades K-6 students and parents visit classrooms and meet their teachers. During this time, students may drop off the "community supplies" listed on each teacher's supply list.
5. **Back-to-School Night:** This event occurs before classes start in the fall and is a parent-only event for grades K-6. Information about daily schedules, discipline, classroom management, homework expectations, etc. will be provided. The event schedule will be sent out in start-of-school communications.

Academics: Required Curriculum Materials

(Curriculum Order Information)

Parents have the option to obtain required curriculum in two ways:

1. Order curriculum materials before the start of each school year. Use link above to obtain specific information on how to order materials for a particular grade.
2. In August, check out the required curriculum from the CSP Lending Library with a cash deposit at Meet & Greet or Back to School Night.

Co-Curricular Activities: Athletic Camps or Clinics

(TCA Activities Clinics and Camps)

Athletic Camps or Clinics (grades K-8) Any student (TCA or non-TCA) may participate in athletic camps or clinics offered by the TCA Athletics/Activities office for grades K-8. Parents can sign up students on the TCA website.

Communication

Communication between TCA and CSP families is very important. There are a variety of communications sent home to families weekly. Please make sure all email addresses are accurate in the [Infinite Campus Parent Portal](#). (For help with login information, please contact Stefani Hille, CSP Assistant Principal, at shille@asd20.org.)

1. **CSP Newsletter:** The CSP Newsletter is from the CSP administration. Pertinent information about events and activities is noted in this publication. This will come to parents each week via email using the Blackboard messaging system.
2. **Weekly Newsletter:** A K-6 grade level weekly newsletter is sent home electronically by the child's teacher with information about what has been taught in the classroom. It also outlines what practice and homework must be completed and returned by the next class meeting.

Communication: Parents who Hire Tutors to School their Children

Per the Family Educational Rights and Privacy Act (FERPA), all classroom correspondence (newsletters, emails, etc.) may only go to the legal parents/guardians. This includes educational information such as grades, class lists, and other personal information. Only parents/guardians are able to share private student information with those they hire to school their children.

Enrollment

Enrollment: Part-Time Enrollment

A student may not attend CSP on a part-time basis and be enrolled part-time or full-time in another public program or school (excluding activities and sports enrollments that are not state funded). However, some secondary enrollments are considered on a case-by-case basis in consultation with Colorado state law and federal requirements including enrollment in a private or umbrella school.

Enrollment of a student in CSP does not guarantee enrollment in any other TCA program or guarantee enrollment of other children/siblings. See the waitlist policy on the TCA website for more information.

Enrollment: Required Homeschooling Forms to Submit

[\(ASD20 Notice of Intent to Homeschool Form\)](#)

Colorado State Home School Law requires parents to provide written Notice of Intent to Home School (NOI) fourteen (14) days before starting home schooling and annually thereafter for students age six (6) years and above. One NOI is needed per family (not per student) and should be delivered to the school office. All forms are due by September 1.

While Kindergarten is not required by Colorado law, an NOI is still required for kindergarten students if the student turns six during the course of the kindergarten year.

If a family files the NOI through an umbrella program, a second NOI does not need to be filed with CSP. Please notify the school office at Back-to-School Night or Meet & Greet if the NOI has been filed elsewhere.

Schedule

Students in grades 1-6 meet one full day a week, 8:15 am -3:30 pm. Kindergarten classes meet in the mornings on Monday/Wednesday or Tuesday/Thursday for half days. Kindergarten classes start at 8:15 am and dismiss at 11:30 am.

Volunteers

[\(Volunteer Application Packet\)](#)

All volunteers, including parents/guardians, must go through the volunteer application process, including finger printing and a background check. All volunteers must be age eighteen (18) or over.

Volunteer options at CSP include:

1. **Classroom Party Coordinators:** This volunteer organizes a few parents to provide treats & a game or craft for scheduled parties during the year (i.e., Holiday and Valentine's Day; Thanksgiving party for Kinder).
2. **Classroom Volunteers:** Each individual teacher will let parents know of opportunities to help in the classroom during the year. Parents may also inform teachers of areas in which they would like to help.
3. **CSP Art Room Helpers:** Parents are welcome to assist in the Art class and help prepare for the Art Show in May. Contact the CSP Art teacher.
4. **CSP Field Day Volunteers:** Be watching for volunteer opportunities to come from the P.E. coach as Field Day approaches in May.

Parent-Student Handbook

2024-2025

Section 7:

College Pathways



12201 Cross Peak View
Colorado Springs, CO 80920

History

College Pathways (CP) was started in the fall of 2009 as a partnership between The Classical Academy (TCA) and what was at the time Pikes Peak Community College, now Pikes Peak State College (PPSC). Mr. Mark Hyatt, president of TCA, and Dr. Tony Kinkel, president of then-PPCC, designed the idea and facilitated its development by fostering a unique and productive relationship between the two schools. CP opened with approximately 150 grades 7-12 students, 40 of whom were college ready. The school offers pre-collegiate courses (junior high and high school level) in a hybrid-online format while also providing concurrent enrollment options at PPSC. The school is located on the PPSC Rampart Range Campus property to facilitate an innovative program for families desiring a pathway to college level courses for their college ready high school students. CP is excited about the future and look forward to serving families as CP “Brings the College Journey Home.”

Philosophy

Philosophy: Academic Program

CP is designed to help parents provide their children quality part-time or full-time educational options augmented with free early college tuition for college ready students. For home school families, CP is specially designed to build on the educational experiences received at home for grades 7-12.

The goal is to expand opportunities for advanced education and career preparation. CP is honored to partner with families to support each student’s journey to college readiness. Together CP strives to help all students build habits of self-advocacy, organization, and time management while inspiring their potential now and in the future.

CP is registered with the Colorado Department of Education as a multi-district online charter school and is not a comprehensive secondary school.

CP is uniquely positioned to offer hybrid-online course options for families who are seeking academic excellence. Academic courses are delivered in the following ways:

1. **Grades 7-8:** CP offers course options for both part- and full-time students to prepare students for high school content through a hybrid-online model combining weekly classroom sessions with online instruction.
2. **Grades 9-12:** CP offers course options for both part- and full-time students to earn high school credits through a hybrid-online model combining weekly classroom sessions with online instruction.

3. **College Ready Students**

[\(Policy IHCD A-TCA\)](#), [\(Policy IHCD A-TCA-R\)](#)

College Ready students are students who qualify for concurrent enrollment college level courses at Pikes Peak State College (PPSC). College ready students can earn high school credits toward a CP high school diploma, as well as free college credits on their college transcript. Ninth grade students may not enroll in On Course or concurrent enrollment college classes.

Philosophy: Objectives

1. Honoring, trusting, and respecting student choices
2. Transitioning students seamlessly through high school to college
3. Funding free college tuition through Pikes Peak State College
4. Ensuring safe and supportive learning environments
5. Launching students into meaningful careers
6. Inspiring students to live with purpose

Academics

Academics: Academic Help

Teachers are committed to helping students succeed. Please check with individual teachers for office hours and availability for individual help and make prior arrangements with teachers. Additionally, students enrolled at PPSC have free access to the PPSC Math Lab, Writing Center, and Science and Health Learning Center, which are staffed by PPSC instructors. It is the responsibility of all students to self-advocate for their needs and seek assistance when necessary.

Academics: Assessments

Each teacher and/or department determine category point totals which will be communicated in course syllabi. These totals are only an approximation.

1. 100-150 points per major assessment (unit test, semester final, semester project)
2. 20-50 points for minor assessments (quizzes, papers, projects, etc.)
3. 20-40 points per weekly homework assignment
4. 20-40 points per week for participation (online or in class--may be an end of the semester grade)
5. Semester total: approximately 800-1000 points per class

Academics: Classes, Homework, and Work-from-Home Policies

Courses will meet for either one 2-hour session per week or two 1-hour sessions per week, depending on the subject area. This time is meant to allow for face-to-face time with the teacher and is an important time for students to ask questions and clarify concepts. CP provides a comprehensive educational program with attendance, behavior, and homework policies to ensure student success. Teachers provide instruction and guided practice on new skills and concepts during class sessions and provide additional online instruction via Schoology and Math XL.

It is important to understand the distinctions between the CP program and a traditional full-time secondary program as they relate to class work and homework. Students work for 2 hours a week in class to clarify concepts and to understand the coming week's work. The remainder of schoolwork will be accomplished from home, with regular online input from teachers. Completing weekly assignments at home is required for students' learning success. Students are expected to complete assignments and support work each week by deadlines determined by each teacher, managing their own time at home.

Students are held to high standards of accountability, responsibility, and diligence. CP is a college preparation program designed to provide concurrent college courses to high school students.

Students should expect to spend on average about 1-1½ hours a day from home per class for five days a week, interacting with teachers online. The estimate assumes an average student with average study skills. Students in Mat classes should expect to spend more time overall per day while students in elective classes will likely spend somewhat less time per week. Work from home is designed to be accomplished online and independently in advance of the next scheduled class period.

The independent nature of the program is a key component in preparing students for PPSC classes. CP works together with students and families to build organization, time management, and self-advocacy skills in all grades. CP recognizes that junior high students are working with these elements more foundationally compared to their high school counterparts. All students are expected to come to their weekly in-person class time prepared in advance and ready to intelligently engage in that session's assignments.

Academics: Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. All students must turn in a signed permission slip from a parent/guardian before being permitted to attend the field trip. Parent volunteers must complete a volunteer application including a background/security check to attend a field trip. Regular dress code is to be worn on all field trips unless specifically announced otherwise by the teacher. Non-CP students or young children are not permitted to attend a field trip.

Academics: Grades

Grades will be awarded according to the following scale:

93-100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
73-76.9	C
70-72.9	C-
67-69.9	D+
63-66.9	D

60-62.9	D-
59.9 & under	F

Academics: Graduation Requirements
(IFK-TCA-CP), (ASD20 IKF-R), (KE-TCA)

Coursework requirements for graduation are based on the number of units of credit earned in grades 9 through 12. A unit of credit is typically the credit received for a one semester course. A minimum of 50 units of credit shall be required for graduation from high school. The principal has the authority to waive graduation requirements. Appeals should be processed per Policy KE-TCA Conflict Resolution Policy. A unit of credit is defined as the amount of credit given for the successful completion of a unit of work as defined in the course catalog. CP awards one credit per semester for grades of D- and above.

Graduation Requirements:	
English	8
Science ¹	6
Health	1
Mathematics ²	6
Social Science ³	6
World Language	2
Core Electives ⁴	6
Core Total	35
INTEGRATED SUBJECTS	
Physical Education	3
Arts ⁵	1
Unrestricted Electives	11
GRAND TOTAL	50

¹ Four of the six Science credits must be from laboratory Science classes.

² Math must include Algebra 1 and Geometry either in middle school or in high school. All students must earn six math credits during grades 9-12.

³ Social Science requirements include two required credits of U.S. History and one credit of Civics.

⁴ Core Electives/Academic electives include courses in English, Mathematics, Science, Social Science, and World Language.

⁵ Arts requirements include Visual and Performing Arts.

For a student to graduate with a CP high school diploma, no more than 49% (24 out of 50 credits) of a student’s high school credits for graduation can be from approved home school courses or accredited private schools.

In addition to coursework requirements, students must also demonstrate proficiency in both Math and English Language Arts (ELA).

Math and ELA Proficiency: Students may demonstrate proficiency in math and/or ELA by any one of the following:

- | |
|--|
| <ul style="list-style-type: none">• meeting the established minimum score on one of CDE’s approved assessments;• obtaining an approved industry certificate that aligns with their Individual Career and Academic plans (ICAP);• obtaining a C- or higher in an approved concurrent enrollment, college-level course that aligns with their ICAP; or• obtaining a passing score on a capstone project approved for Math and/or ELA that aligns with their ICAP. |
|--|

Academics: Late Work Policy

1. Assignments

Teachers will have due dates for all assignments. An assignment not submitted by the due date and time is late. When an assignment is late, the student can earn a maximum of 50% of the assignment's value by submitting the assignment by the end of the appropriate unit, after which they will receive a zero. Teachers will show a zero or “M” (for missing) in their grade book until the assignment is submitted. The end of a unit is normally defined as an end-of-unit examination. Departments may modify the 50% penalty with the administration’s approval.

To be considered on time, all assignments due via online are to be turned in on the date determined no later than 11:59 pm.

All late assignments are due by end of that unit of study, after which it will no longer be accepted for credit.

Extenuating circumstances and student educational plans allow teachers/administration to alter the penalty assessment on a case-by-case basis.

2. Online Evaluations

Online evaluations (exams, quizzes, etc.) will normally be open for a specified period of time. Students who fail to complete an online evaluation in the open period will receive a zero. Parental excuses must be submitted prior to the evaluation open period.

3. In-class Evaluations

A student who is absent from class when an evaluation (quiz or test) is administered must complete the makeup evaluation within 7 days to receive credit. Each department will define assignments, due dates, units, and evaluations for their students during the first week of each semester.

4. **Online Discussions**

Discussion posts in Schoology are one of the ways students interact online with each other and engage in the class content when not in the building. Posts received late (after the forum deadline) defeat the foundational purpose of this type of discussion. Students will not receive credit for discussions that are not posted during the given window.

Academics: Online Etiquette - Guidelines for Online Learning

When posting to an online forum or discussion board, think of it as a prepared speech:

1. Use formal and proper language.
2. Use correct grammar and spelling.
3. Stay on topic.
4. In “live” chats, feel free to use informal, yet still respectful, language.
5. Review twice, send once.
6. Please refrain from forwarding virus warnings, chain letters, jokes, or any other inappropriate materials to classmates or instructors per ASD20 policy.
7. Please avoid language that may come across as strong or offensive.
8. Respect each other’s privacy and always ask for permission before giving out contact information.

Academics: Placement Testing

Incoming students must take Basic Skills Tests (BST) in Math and English to determine the course placement.

Academics: Responsibilities

Students

1. Complete work from home/homework assignments neatly and on time.
2. Schedule time wisely to meet assignment deadlines.
3. Correct errors after a parent checks the assignment.
4. Attend school regularly and come prepared.
5. Get assignments when absent.
6. Seek assistance in Math Lab or Writing Lab.

Teachers

1. Provide checkpoints for long term assignments.
2. Assign work for academic reasons to practice, reinforce, and master skills.
3. Communicate to parents regularly as needed.
4. Provide clear directions for assignment, format, and due date.
5. Contact parents if assignments/homework seem incomplete.

Parents

1. Provide an appropriate place and atmosphere for homework.
2. Set aside adequate time during the week for homework to be completed.
3. Check assignments.
4. Have student correct errors.
5. Note difficulties experienced by student for teacher reference.
6. Contact the teacher if time spent on homework seems excessive.

Makeup Responsibilities

1. **Make up work:** While missed work should be completed as early as possible to prevent falling behind, work missed due to an excused absence will be due no later than the next class meeting after returning to school.
2. **Missed Test:** Pre-announced and scheduled tests, which are missed due to an excused absence, may be administered on the day the student returns to class. Students may be asked to take a sealed copy of the test home to be administered by the parents.
3. **Missed Quiz:** Unannounced quizzes due to an excused absence will be made up at the discretion of the teacher.
4. **Truancy:** If a student "skips" school, the student will not receive any credit for required work and will be required to make up the lost time.
5. **Loss of Credit:** If a student is unable to participate in a class or classes due to absences of more than 8 hours of in-class time in a semester, the student may be asked to repeat the course or lose course credit.

Academics: Schoology

Weekly folders will be posted in Schoology approximately one week in advance to allow students to prepare for and complete assignments. Teachers will post assignments at the same time on the same day each week.

Academics: Schoolwork and Unexcused Absences

Any schoolwork missed due to an unexcused absence cannot be made up or counted for credit. Unexcused absences will result in a meeting with the administration, who may determine additional appropriate consequences.

Academics: State Assessments for Full-time Students

Any full-time student will be required to participate in state testing in that school year.

Academics: State Assessments for Part-time Students

Part-time high school students can participate in Colorado state testing with full-time students in the spring. CMAS tests given to full-time junior high students are not considered nationally standardized tests and therefore do not meet the Colorado homeschool law testing requirements. Please contact Mrs. Steiner (psteiner@asd20.org) if there is a part-time high school student who would like to test or for options to meet the junior high testing requirement.

Academics: Student Technology Requirement

As a hybrid school, it is each family's responsibility to provide the student with reliable internet and computer access at home to meet the program requirements. CP does not provide student computers for use outside of the school building. Personal devices, like laptops, are allowed.

Academics: Study Halls

Study halls are provided to help fill gaps in student schedules. A maximum of 4 study halls in a week will be allowed. This time is supervised, and attendance is taken. Students are responsible for bringing schoolwork or reading material during this quiet time.

Academics: Supply Lists

Course [supply lists](#) are available online, indicating what a student will need to bring to school for each class. Please label important items with the student's name at your discretion.

Academics: Textbooks

CP will provide appropriate textbooks and other materials for the course(s) enrolled for both pre-collegiate and college classes. All textbooks, both pre-collegiate and college level, will remain school property and should be returned at the conclusion of the school year (each semester for college courses) in good condition. Books are to be covered with an appropriate book cover. Damaged or lost books are the responsibility of the student to whom they were issued. Any book that is damaged or lost will be paid for by the student at full replacement cost. Under no circumstance should a student write in a textbook with pencil or pen.

Attendance: Absences for Athletic, Extracurricular, or other School-Sponsored Events

Please complete a pre-arranged absence form ahead of time and contact each affected teacher prior to the scheduled event to submit assignments and schedule makeup tests. Students may attend a makeup class at a different day/time if pre-arranged with the teacher.

Please note these absences are only excused related to competitions. Early dismissal from class or missing an entire class to attend a practice or a lesson is not permitted. Additionally, PPSC instructors have their own policy for missing class, and may not be accommodating of high school activities since PPSC is a college environment. When considering CP and/or PPSC schedules each semester, students should work extracurricular activities around the school schedule to minimize the frequency of missed classes.

Co-curricular Opportunities within College Pathways

(JJA-TCA), (JJA-R-TCA)

1. **Activities:** CP offers a variety of school activities such as Student Council, National Honor Society, Impact Team, and Yearbook.
2. **Student Organizations:** Students are welcome to create and lead student organizations to serve as non-curriculum clubs to meet during lunch or before and after school. Staff may offer curriculum clubs. All student organizations must go through the annual application process outlined in school policy. CP students may only participate in CP student clubs/organizations.

Co-curricular Opportunities within ASD20

[\(ASD20 Policy IGDJ R\)](#), [\(IGDJ-TCA-CP-CSP\)](#), [\(ASD20 Request for Participation Form\)](#)

CP is registered with the state as a “multi-district online charter school” which means students are from many different local districts and there is not an athletics program.

1. CHSAA Athletics/Activities

CP students may participate in CHSAA interscholastic athletics and activities. Per ASD20 and CHSAA placement standards, all students must fill out an ASD20 Request for Participation form annually.

Through the Request for Participation form process, CP students may be eligible to participate in TCA Junior High and TCA High School athletics/activities programs under three areas: past participation, sibling rule, and a request to be in the ASD20 lottery process for TCA.

- "Past participation" means if the student was previously assigned a school for participation, the student will be assigned back to previously assigned school for participation following review of the Request for Participation. It does not mean the student automatically makes the team at the assigned school. According to statute a “school of participation” means a school, other than the student’s school of attendance, in which the student participates in an activity. “Past participation” indicates that a student has previously participated at TCA for a CHSAA activity, at the requested school level. Once a student is assigned to a school, the student is assigned to that school for all CHSAA activities.
- Siblings of students currently assigned to TCA Junior High or TCA High School (separate and distinct) by ASD20 are assigned to participate for all CHSAA activities offered at each of the schools, unless their parents elect to enter the ASD20 placement system (neighborhood school or lottery, as appropriate).
- Both past participation and the sibling rule apply to TCA Junior High and TCA High School separately. If a CP student qualifies for TCA Junior High (grades 7-8), the student does not automatically qualify for TCA High School (grades 9-12). TCA Junior High and TCA High School are two legally separate schools.
- The determination is made after the annual ASD20 Request for Participation form is submitted. A CP student may request to be entered in the ASD20 lottery for possible assignment to The Classical Academy.
 - ASD20 lottery drawings are held 60 days and 14 days before the beginning of each season – fall, winter, and spring.
 - ASD20 lottery drawings for co-curricular activities (band and choir) are 60 days prior and 14 days prior to the first day of school at TCA Junior High or TCA High School.
- A student will only be included in the drawing closest to the date of their submission if entered prior to the drawing date. If the number of such requests is greater than the number of assignment spots available for the desired activity/sport, the district executive secretary will conduct lottery drawings to determine assignment to desired activity/sport at TCA. TCA shall not receive an assignment for an activity/sport that will result in TCA receiving three assignments more than any other high school in ASD20. Only CP students are considered for CHSAA assignments to TCA. If a

- student requests to participate in an activity/sport at TCA and is not granted the request, then the student is assigned through the ASD20 assignment process.
- The student must meet all ASD20 and TCA participation requirements and registration timelines. For co-curricular activities (band and choir) the student must be able to commit to the existing class schedules and course requirements, including required practices.

2. Non-CHSAA Activities

TCA High School non-CHSAA regulated TCA school-sponsored activities, such as theatre, are available to CP students. CP students must meet the same qualifications and tryout requirements as TCA High School students.

If TCA High School will be doing a theatre production that includes the tryouts of younger students (grades 7-8). All students must meet the same qualifications and tryout requirements.

There are no past participation or sibling rights for non-CHSAA activities.

3. TCA North Athletic Camps or Clinics (grades 7-8)

[\(TCA Activities Clinics and Camps\)](#)

Any student (TCA or non-TCA) may participate in athletic camps or clinics offered by the TCA Athletics/Activities office for grades 7-8. Parents can sign up students on the TCA website.

Application Process for Each Activity

School	Activity/Sport	CHSAA Activity	ASD20 Request for Participation Process	Tryouts	Additional Requirements	Whom to Contact First
Junior High	Athletics	Yes	Yes	Maybe		ASD20 Request for Participation Form*
Junior High	Band or Choir	Yes	Yes	No	Student must be able to attend daily scheduled class and meet all class requirements.	ASD20 Request for Participation Form*
High School	Athletics	Yes	Yes	Maybe		ASD20 Request for Participation Form*
High School	Band or Choir	Yes	Yes	Yes	Student must be able to attend daily scheduled class and meet all class requirements.	ASD20 Request for Participation Form*
High School	Color Guard	Yes	Yes	Maybe		ASD20 Request for Participation Form*
High School	Speech and Debate	Yes	Yes	Maybe		ASD20 Request for Participation Form*
High School	Theatre	No	No	Yes		TCA High School Office
	Athletics/ Activities Clinics and Camps	No	No	No		Sign up on TCA website.

Communication

Communication between TCA and families is very important and is accomplished through a variety of means:

1. Students will, from time to time, receive school notices, forms, and information relevant to their education with CP, TCA, or PPSC.
2. When the need arises, meetings between families and teachers will be scheduled during regular school hours. Families are always encouraged to contact teachers directly to arrange meeting times.
3. CP sends out weekly announcements from both the Principal and the Director of College Planning. Pertinent information about events and activities will be noted in these publications. Announcements will also be posted on the CP website. The Director of College Planning will send information pertinent to all college students.
4. CP's newsletter is sent out each week via email using the Blackboard messaging system; the newsletter is also available on the CP webpage the first day of each week and contains general information applying to any TCA family.
5. Regular class updates will be provided by teachers on individual Schoology course pages. Students and parents are provided Schoology user login information and training early in the fall semester.
6. Parents are also required to establish a parent portal account through Infinite Campus, the district's student information system. Staff may use the messenger feature of Infinite Campus to communicate news, alerts, and other information (such as a missing assignment and/or low grades). It is a parent's responsibility to maintain up-to-date email and contact information through the parent portal account in Infinite Campus.

Communication: Parent-Teacher Conferences

Teachers work alongside families to support learning and development over time. Parent-Teacher conferences are scheduled during fall semester. Parents are always welcome to set appointments with teachers outside of fall conference time.

Enrollment

Enrollment: Add-Drop Courses Policy

CP offers two types of classes:

1. Hybrid-online junior high and high school courses offered on the CP campus.
2. Concurrent enrollment classes offered at PPSC.

Students may request schedule changes for CP courses until the conclusion of the second week of classes. After the second week of classes, students may not add or drop classes for the remainder of the semester. Students may drop a year-long class at the semester break only with the written permission of the principal. Students who drop a class after the second week of class may receive a failing grade in the course. Students who are concurrently enrolled at PPSC must conform with the add/drop policies of the college.

Enrollment: Academic Advising Contacts

Registration:

Frank Haist phaist@asd20.org (719) 487-2024

College Advising Appointments for New Students:
Frank Haist fhaist@asd20.org (719) 487-2024

College Planning:

Rollie Stoneman rstoneman@asd20.org

Tami Toma, ttoma@asd20.org

Brianne Weger, bweger@asd20.org

PPSC High School Programs Office: (719) 502-3111, HighSchoolPrograms@ppsc.edu

Enrollment: Part-Time vs. Full-time Program Requirements (JG-TCA), (JG-TCA-S1), (Notice of Intent to Home School)

CP is a hybrid-online school for grades 7-12 and offers both part-time and full-time enrollment opportunities. A student may not attend any TCA program on a part-time or full-time basis and be enrolled part-time or full-time in another public program or school (excluding activities and sports enrollments that are not state funded). Some secondary enrollments are considered in consultation with Colorado state law and federal requirements including enrollment in a private or umbrella school. All part-time homeschool students are required to complete a Notice of Intent to Homeschool as applicable.

1. Full-Time Enrollment

Students must maintain a full-time schedule to be classified as diploma seeking. These students are working toward CP graduation requirements to obtain a high school diploma within 4 years. Full-time students must take 5 CP classes or 12-15 credits at PPSC, or students may take a combination of CP and PPSC classes in each semester. Credits above 15 require Director of College Planning approval. Students who wish to be diploma seeking must declare their intentions by the end of the 10th grade year; students entering at 11th and 12th grade must declare status at time of enrollment.

2. Part-Time Enrollment

Students may choose a part-time schedule and will be classified as homeschool students. Part-time students must take 2 CP classes or 11 or fewer credits at PPSC if the student is college ready. A part-time student may not take CP classes and a college class simultaneously in the same semester as this is defined as full-time by the state. These students must remain part-time until the next academic year and are considered non-diploma seeking.

Full-time vs. Part-Time at College Pathways		
Full-Time (seeking a CP diploma)		Part-time (graduate through homeschool)
5 CP classes	Pre-college ready	2 CP classes
4-5 CP Classes + CP On Course	Seeking college readiness	1-2 CP classes + CP On Course
2 CP classes + 3 or more PPSC credit hours or 12+ PPSC credit hours	College ready	CP On Course + 3-11 PPSC credit hours or 3-11 PPSC credit hours

Enrollment: College Course Registration – Concurrent Enrollment
[\(Policy IHCDA-TCA\)](#), [\(Policy IHCDA-TCA-R\)](#) ([College Planning and CP Advising Website](#))
[\(Concurrent Enrollment Handbook\)](#)

1. Qualifications for Concurrent Enrollment

To qualify for college level courses all the following requirements must be met.

- An approved College Readiness Form. Sophomores or juniors can obtain a College Readiness Form from Frank Haist, fhaist@asd20.org.
- The student must have a cumulative GPA of 2.5 or higher.
- Students must test college ready through an Accuplacer test score or an ACT/SAT score.
 - PPSC can provide Accuplacer testing as needed.
 - If using SAT or ACT scores, email official ACT/SAT results to Frank Haist: fhaist@asd20.org.
- The student must have an Individual Career and Academic Plan (ICAP) aligned with the concurrent enrollment course before registration in the course.
- The student must be on track to graduate.

2. PPSC Course Registration

Once a student has met all the qualifications (except the Accuplacer score), the student may begin the PPSC course registration process. College registration must be completed in this order:

- Apply online to PPSC: Application will generate a PPSC student “S” number and password. Write down the “S” number and password.
- Apply online for College Opportunity Fund (COF).
- If needed, take the Next Generation Accuplacer college entrance exam at the PPSC Testing Center.

- Free Next Gen Accuplacer prep materials and sample questions are available at: [College Advising/Planning](#).
- To avoid testing fees, all students should bring a photo ID, and their PPSC student S# on testing day.
- Schedule a testing session at PPSC via [eSars](#).
- Submit Accuplacer scores to Frank Haist: phaist@asd20.org.
- College Advising Appointment: Once college readiness has been confirmed, CP will contact the parent to schedule a college advising appointment for both the parent and the student.
- During the College Advising Appointment:
 - Complete Concurrent Enrollment Agreement (CEA) for free tuition option. The form will be provided in advising. Both the parent and the student must sign the form.
 - Review the PPSC Registration process by logging into one's "myPPSC" student account.
- Register for PPSC Courses online by logging into one's "myPPSC" student account. Once online registration is complete, the advising staff must receive a screenshot to confirm payment of classes. Be sure that start/stop times for CP and PPSC classes do not overlap.

Library

All students should have a Pikes Peak Library District (PPLD) card. Additionally, once students have enrolled at PPSC and have acquired an S#, they have access to all PPSC libraries. CP students do not have access to the TCA North secondary library.

Safety

Safety: Closed Campus

CP operates under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until class dismissal or until they are signed out by a parent or guardian. Student sign-outs are done in the school office.

If a student arrives at school after the start time, the student must sign in at the office and receive a pass to class. Parents/guardians must send in a signed note or call the office (719) 487-2000 with the reason their student is late.

1. Students who must leave school during the day due to illness or an appointment must check out through the office. The office should be informed through a note or telephone call from a parent prior to student dismissal.
2. Parents need to come to the office to sign out their student. When a student returns after an appointment, the student needs to sign back in at the office.
3. Students are not allowed to prop doors open or allow entry for anyone during the school day.
4. All visitors must check in through the security kiosk. Sign-outs should be done in the school's main office.
5. Pre-collegiate students are not permitted on the PPSC Rampart Range campus; only registered PPSC students who are taking a PPSC class can utilize the PPSC campus.

6. Students are not permitted access to New Life Church/High Country during the school day.
7. CP students are not permitted to be on TCA North Campus premises during the school day unless given permission by both North Campus and CP administration.
8. Students are not permitted to visit local businesses during an assigned lunch or study hall or when participating in a volunteer activity for which the student has committed to a specific time. If a student has an assigned class or study hall immediately before lunch (4th period) and a class immediately after lunch (6th period), that student must remain on campus for lunch. Otherwise, students are permitted to leave campus during gaps in their schedule when not assigned to a class or study hall.

Safety: Playground Rules

CP students are not permitted on TCA East Elementary playgrounds.

Safety: Student Supervision

As a hybrid program, CP does not require students to be on campus except when they are in a scheduled class, study hall, or tutoring session. Accordingly, CP does not have the space or staff to supervise students except when they are in a scheduled activity.

Students must plan their schedules, so they arrive on campus no more than 15 minutes before the start of their first scheduled class, study hall, or tutoring session, and depart campus no more than 15 minutes after their final class, study hall, or tutoring session ends.

Students will be under staff supervision while on the TCA East Campus or at CP-sponsored events. Parents maintain responsibility for the safety and welfare of students when they leave campus.

For everyone's safety, all CP Junior High students must be accompanied by an adult when attending a TCA North High School sports or fine arts event. An older sibling is not considered an adult.

Schedule

Schedule: Calendars

The Pikes Peak State College (PPSC) calendar and schedule do not always align with the CP calendar for holidays and snow days. College students are responsible for adhering to both the CP and the PPSC schedules.

Schedule: Hours of Operation

The class schedule begins at 7:45 am and ends at 3:10 pm. Students may be dropped off no earlier than fifteen minutes before a scheduled class, unless they have previously arranged for the use of a Study Hall for tutoring or have arranged a meeting and are under the supervision of a staff member. PPSC college classes meet mornings, afternoons, evenings, and on weekends.

Students are expected to leave immediately after their class concludes unless they are involved in a school-sponsored activity under the supervision of a staff member. Prompt pick up by parents is necessary and expected by the school staff to ensure safety. Students must be under supervision of a staff member while on the TCA East Campus.

Schedule: Snow Days

When ASD20 administration cancels or delays the start of school due to inclement weather, it is expected that any classes affected on that weather day will continue to be managed by the student, with CP functioning as an online school. Therefore, snow days or delays are not considered a day off. Students should expect to communicate with teachers via Schoology, Math XL, or email, and remain engaged and productive as per teacher direction.

Schedule: Two-Hour Snow Delays

In the event of a delayed start, the following schedule will apply:

1. Classes scheduled prior to 9:45 am will not meet on campus. Students should communicate with teachers via Schoology, Math XL, email, and remain engaged and productive as per teacher direction in those classes affected by inclement weather.
2. Classes scheduled at or after 9:45 am will be conducted according to their regular schedule.

Schedule: Weather - Alternative Scheduled Class Sections

Should a snow day or delay cancel a class, teachers may make other scheduled sections of that same class available for students to attend within that same week. Interested students may request this option from their classroom teacher.

Student Conduct: Dress Code Policy

[\(JICA- TCA-B\)](#), [\(JICA-TCA-CP\)](#)

The dress code is an essential distinctive of the TCA academic culture. The dress code impacts the school positively by:

1. fostering a distinct and positive TCA appearance.
2. decreasing distractions.
3. increasing wardrobe equity.
4. supporting easy identification of visitors or strangers.
5. giving parents and students an opportunity to demonstrate mutual support of TCA's core values and beliefs.
6. teaching students the importance of self-discipline and personal responsibility.
7. increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

TCA students are required to follow the dress code guidance provided herein throughout the school day. The dress code is intended to promote safety, improve discipline, and enhance the overall learning environment. As TCA prepares students for future lives of service, scholarship, work, and leadership, TCA must prepare them to recognize and submit to all sorts of external standards. Universities and future employers may control their living conditions, set standards for work performance, or restrict their communications. In almost all communities, students will

be subject to a broad array of legal, financial, social, and practical standards. TCA uses the school dress code as a concrete opportunity for students to learn respectful compliance – and, when necessary, to accept natural consequences for poor decisions, helping students learn how to live within the social world of rules and imposed standards. Properly adhering to the dress code also shows self-discipline, pride in oneself, and pride in TCA.

Students may be out of dress code before a scheduled class/activity if they are outside the buildings; however, students are required to be in dress code when they enter any TCA/CP building or after returning from classes at PPSC.

Students enrolled in one or more PPSC classes are not required to wear the TCA dress code while on the college campus. However, all students are expected to change into the appropriate TCA dress code immediately upon arrival (before any classes begin) on the CP campus. After 3:10 pm, students on campus may be out of dress code but must still be modestly and appropriately dressed. The dress code must be followed on field trips (and during off-campus classes such as the Outdoor Ed P.E. class) unless the administration approves otherwise. The dress code is not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

1. Parent, Student, and Staff Responsibilities

Parents are responsible for ensuring that their students arrive at school in proper dress. Within the school, classroom teachers and other staff members will enforce compliance with the dress code. Administrators will make final decisions regarding dress code issues. Cheerful, consistent compliance with policy by all is expected. Students need to take ownership of the dress code policy and, at the beginning of each day, be able to affirm, if asked, that they are following the policy and its intent. Because TCA's dress code policy is designed to promote our focus on academics and group solidarity, TCA trusts teachers to make observations and judgment calls about whether a specific student is compliant with the letter and the spirit of this policy. If a student disagrees with a teacher's conclusions related to their policy compliance, that student should immediately and respectfully defer to the teacher by complying with the teacher's conclusion and then address the issue with the teacher respectfully after class.

2. Consequences for Dress Code Violations

Dress code violations will be documented by the person making the decision. A student's first violation will result in a verbal warning and the warning will be documented. Any violations after the first warning may result in the student being sent to the office for dress code violations. If a student repeatedly violates the policy guidance, further disciplinary actions including suspensions may be invoked. If a student violates the dress code policy in a manner that cannot be immediately corrected, the staff member may require the student to call her/his parent or guardian and arrange for them to bring the clothing item(s) required to bring the student into compliance with the dress code. A staff member may require a student to remain in the school office until appropriate attire arrives.

Student Conduct: Dress Code - General Dress Code Guidance

1. Students must present a neat appearance.
2. Items of dress are to be of an appropriate size/fit, must be modest, and worn as intended by the policy.
3. A student can be out of compliance for wearing non-approved items or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate.
4. Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references.
5. TCA wear can only be purchased through the TCA on-line store via the link on the TCA website homepage or by clicking [\[here\]](#).
6. Students may not wear any items that:
 - refer to or depict drug, tobacco, or alcohol.
 - are obscene, profane, vulgar, or defamatory in design or message.
 - advocate drug use, violence, or disruptive behavior.
 - threaten the safety or welfare of any person.

Student Conduct: Dress Code - Pants/Shorts/Skirts

1. Pants/shorts/skirts must not have any visible logos, be form fitting or contoured to one's body shape, or be overly loose, have cargo pockets, have holes, be distressed, faded, or ripped.
2. Pants/shorts/skirts must be of traditional solid conservative color (navy, khaki, brown, black, or grey).
3. Students may not wear denim, except for black or blue jeans that may be worn only during scheduled Denim Days.
 - Included in the denim category are jean-like pants, which may or may not have external rivets intended to look like denim pants.
4. The length of shorts will not be shorter than 4 inches above the top of the knee.
5. The length of skirts/dresses will not be shorter than the top of the knee.
 - Solid neutral color leggings may be worn under appropriate length/approved skirts.
6. No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit the body shape of the wearer. Specific garments prohibited under this clarification include any "workout" or "yoga" stretch pants, "jeggings," shorts, or leggings and any skirt or skort with fabric that stretches or clings to the wearer.

Student Conduct: Dress Code - Shirts

1. Shirts must only be polo (solid color) or oxford dress style (solid color and button up collared shirt).
2. Shirts must not have visible logos (unless purchased from the TCA on-line store), be form fitting or contoured to one's body shape, overly loose, or have holes. (T-shirts, even with a TCA logo, are not permitted.)

3. Shirts must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
 - During the school day, shirts must be tucked into the pants or skirts and reflect an acceptable standard of neatness and modesty. In lieu of tucking, girls may layer their shirts (when layering, the layered items must be visible and extend beyond the outer shirt). Shirts must be of an appropriate length to reflect an acceptable standard of neatness and modesty (no midriff showing).
 - Long sleeve thermal-type or t-shirts are not to be worn underneath short-sleeved polos or oxfords.
 - Sleeveless shirts and sheer material (any material that one can see through) are not acceptable.

Student Conduct: Dress Code - Sweaters/Sweatshirts/Jackets

These garments are designed to be worn over a shirt as a base layer and may be pullover, button, or zipper style.

1. Sweaters:
 - Must not have visible logos, be form fitting or contoured to one's body shape, overly loose, or have holes.
 - Must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
 - Crew neck sweaters may be worn without a base layer shirt.
 - All V-neck sweaters must have a shirt collar visible underneath.
 - Cardigan sweaters may only be worn over a collared shirt.
 - Open weave sweaters, where the skin and/or undergarments are visible, are prohibited.
 - Thermal type material shirts are not considered sweaters or sweatshirts and do not meet the intent of this dress code section.
2. Sweatshirts, Hoodies, and Jackets:
 - Students may wear TCA-approved logo sweatshirts (hooded or not) and jackets with TCA-approved logos (including athletic team and co-curricular groups) within the school building. Students participating in CHSAA-sanctioned athletics/activities at other district schools may wear sweatshirts, hoodies, and jackets representing their athletic team/activity.
 - College-ready students (those enrolled in at least one PPSC course) may wear PPSC sweatshirts, hoodies, or jackets.
 - All other non-CP/TCA sweatshirts, hoodies or jackets must be a traditional solid conservative color (navy, khaki, brown, black, or grey) and without logos.
 - Shirts, if worn under sweatshirts, must be tucked in.
 - Teachers may request a student remove CP/TCA-approved logo jackets within the classroom.
 - Hoods on hooded sweatshirts or jackets will not be worn during the school day.
 - A collared shirt must be worn under zippered (non-pullover) hoodies.

Student Conduct: Dress Code - Neckties/Scarves/Belts

1. Students may wear neckties with oxford dress shirts.

- If worn, neckties must be of standard length and properly tied.
 - Ties must be of coordinating colors and in good taste.
2. Students may wear scarves that are of coordinating colors and in good taste.
 3. Students must wear belts, which may not have spikes or metal protrusions, and must be of coordinating colors and in good taste.
 - Buckles must be plain and not overly large.

Student Conduct: Dress Code - Footwear

1. Students must wear footwear at all times.
 - All footwear must be neat, clean, and appropriate for an educational environment.
 - Footwear colors must not be overly bright or distracting.
 - For safety reasons, footwear cannot have spiked heels or heels greater than 2 inches in height.
2. Socks, if worn, must be primarily of one color, without pattern.
3. Tights/leggings, if worn, must be with uniform appropriate pants/shorts/skirts (listed above) and should be a solid neutral color without pattern.
4. Shower/beach/athletic sandals/Five-finger or barefoot shoes and/or flip-flops are not allowed.
5. A good guideline for sandals is that it is not allowed if it has a rubber sole. In the interest of simplicity and ease of identification, most sandal styles are allowed, but rubber/plastic flip flops or other rubber/plastic athletic slip-ons or beach/river-wear are prohibited.

Student Conduct: Dress Code - Hair and Accessories

1. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed, neat, and trim manner.
2. A student's hair shall be worn in a manner that is not in the student's eyes.
3. Hats or baseball caps may not be worn during the school day.

Student Conduct: Dress Code: Jewelry/Piercing/Tattoos

1. All jewelry must be conservative, non-offensive, and not draw undue attention from an outside visitor.
2. Girls are allowed two earrings and one cartilage ring/stud in each ear.
 - No other visible piercing is allowed for girls.
3. No visible piercings are allowed for boys.
4. Visible tattoos are prohibited for all students in all school settings, including classroom, practice, competition, and performance settings.

Student Conduct: Dress Code – Physical Education Classes

1. Students may wear the following:
 - CP/TCA (P.E., Sport, or Activity) t-shirt (crew neck with sleeves)
 - School color (blue, red, gray/silver, or black) shorts or sweatpants; if cold, CP/TCA hoodie or sweatshirt (school shorts need to be longer style – no shorter than 4" above the top of the knee)
 - Non-marking athletic shoes with tied laces; athletic socks

2. Purchase approved athletic wear through the [TCA online store](#) or a sports/activities coach or club sponsor.

Student Conduct: Dress Code - Special Dress Days

On special occasions (only as scheduled by the school), student dress will be allowed to deviate from the above standards during designated dress days – see below. On these days, student dress must stay within the previous guidelines for modesty, fit, neatness, non- distracting, and non-offensive dress.

Student Conduct: Dress Code - Casual Days

On designated casual days (typically during Spirit Week or Cash 4 Casual), students may wear any themed garments or specifically designated wear (i.e., blue denim) that are modest, non-offensive, without holes or “distressed” fabric, and are appropriate for the TCA school environment. Hats may be allowed at the discretion of individual classroom teachers. On casual days, students may wear denim shorts, skirts, or pants.

Student Conduct: Dress Code - Dress-Up Days

Policy guidance regarding modesty and fit applies for dress-up days also. Denim is never considered “dressy.”

On designated dress-up days (typically involving sports or activities contests/performances), students may dress up (not down) from typical dress code standards.

1. Dressing up would include the following:
 - Dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, dark socks, and dress shoes.
 - Modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals. Spaghetti straps, strapless, or sleeveless dresses are not allowed.
2. If team or activity t-shirts or warm-up tops are approved to wear, pants/shorts/skirts of traditional solid conservative color must still be worn (no denim).

Student Conduct: Dress Code - Two-Hour Delays

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Since it’s likely that some students may be required to shovel snow, scrape ice, push cars, etc., students may wear blue or black jeans with a dress code top. Denim overalls are not permitted on these denim days. Note that two-hour delays days are not casual dress days, meaning bottoms can only be denim with no holes or “distressed” fabric and tops cannot have logos, graphics, etc.

Student Conduct: Plagiarism

TCA faculty is committed to honest scholarship and personal integrity and is strongly committed to helping students understand what plagiarism is and how to avoid it by citing properly. All students are required to acknowledge original authors with proper citations for both written work and class presentations.

CP has adopted PPSC's definition of plagiarism. "Plagiarism is the use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.

Regardless of the means of appropriation, incorporating another's work into one's own requires adequate identification and acknowledgement, unless the material used is considered common knowledge. Plagiarism is doubly unethical because it deprives the true author of the rightful credit and gives that credit to someone who has not earned it. When the source is not noted, the following would constitute plagiarism:

1. Word-for-word copying;
2. The mosaic (to intersperse a few words of one's own here and there while, in essence, copying another's work);
3. The paraphrase (the rewriting of another's work, but still using the same fundamental idea or theory);
4. Fabrication (inventing or counterfeiting sources);
5. Ghost-written material (submitting another's effort as one's own).

It is also plagiarism to neglect quotation marks on material that is otherwise acknowledged. The default assumption is that all work submitted for a grade is the student's original effort unless documented otherwise. Collaboration may be expressly allowed on particular assignments by an instructor, but the student is ultimately responsible for accurately documenting to the instructor the extent of the assistance they received from others."¹

¹ "Academic Honesty". Pikes Peak State College. Oct 2008. Web. 7 Feb 2011.

Consequences include:

1. First Incident: The first time a student turns in plagiarized work, the student will receive an immediate office referral, parents will be contacted, and the student will be required to re-do the assignment for zero or partial credit at the teacher's discretion. The incident will be recorded on the student's permanent record.
2. Subsequent Incidents: If a student plagiarizes more than once, the student faces an office referral, loss of credit for the assignment, potential loss of credit for the course, and/or suspension.

Student Fees

[\(Policy JQ-TCA\) \(2024-25 CP Student Fees Schedule\)](#)

If TCA has made a reasonable effort to obtain payment for student fees, the student still has unpaid fees, and the family is not on a payment plan, TCA may deny a student the privilege of participation in non-curricular activities. Examples of non-curricular activities include athletics, the 8th grade end-of-year event, Student Council events, Prom, and the graduation ceremony.

Student Records

Student Records: Transcripts

TCA provides transcripts to all students. If a student wishes to remain part-time (homebased education), they do not need to submit any homeschool courses for verification. If a student is seeking a diploma from CP, follow the process below to submit any home school courses for

verification and credit. PPSC provides college transcripts to students for all completed college courses and any college courses completed as concurrent enrollment through CP will be added to the CP transcript.

Student Records: Home School Course Verification Credit

1. Home School Verification Form

(Home School Credit Verification Form)

All home school course verification requests must be submitted for verification of credit toward a high school diploma by the end of the student's first semester of concurrent enrollment. It is the parents or student's responsibility to ensure home school transcripts are received.

All home school credits must be verified/communicated with the Director of Assessment by June 1 of the 10th grade year to verify "on-track" status towards CP graduation criteria. Required documentation not provided by this date will result in a student receiving a part-time schedule. Rising 11th graders who do not provide the required documentation by the June 1 deadline will remain part-time for their CP enrollment.

To receive credit toward high school graduation requirements for courses taught at home, courses must be academically rigorous and aligned with an approved curriculum containing measurable elements. CP does not give credit for elective courses taught at home.

CP does not grant credit for home school courses or activities that do not meet Colorado Academic Standards.

- Examples of subjects that have been approved include: English, Math, History, Geography, World Languages, American Government, Health & Wellness, etc.
- Examples of activities that have not been approved include: Martial Arts, Swim Team, Music or Art Lessons, Music Performance, Drama Performance, Interscholastic Sports, Speech and Debate, etc.

2. Home School Credit Pre-Approval Request

(Home School Credit Pre-Approval Request)

When possible, students are encouraged to complete a home school pre-approval form before starting a home school course that the student would like to count toward a CP high school diploma or transcript. The request is to confirm in advance that a course is eligible for credit. Please contact Mrs. Steiner at psteiner@asd20.org.

3. Frequently Asked Questions (FAQs)

FAQs regarding home schooled course verification credits include:

- **Where can I find the Colorado Academic Standards?** Click [\[here\]](#).
- **Is there a list of CP approved home school curriculum?** Curriculum resources and Colorado Department of Education (CDE) academic standards are continuously being revised. A curriculum source approved in previous years may not necessarily meet CDE standards for approval in the current year. Course outcomes must align with

CDE standards. If there are questions about a resource, please discuss them with the Director of Assessments before submitting the pre-approval request form.

- **Am I required to submit a home school pre-approval request form?** Yes. The Home School Credit Pre-Approval Request ensures completed course work will yield actual course credit. This form also provides an opportunity for additional discussion upfront, avoiding any unnecessary confusion down the road.
- **What kind of documentation must I submit to receive credit?** A completed Home School Credit Verification Request will need to be submitted to the Director of Assessments when the course is near completion. When submitting the form, please include a copy of the final exam for each semester. The final should show questions and the student's responses. If the course does not have a comprehensive final, then CP requires copies of unit tests/quizzes, projects, papers, etc. To receive lab-based Science credit (4 credits are needed for graduation), please provide 2-3 samples of lab work, such as a lab notebook, lab write-ups, etc. Please coordinate with the Director of Assessments to determine the specific documents and number of each that will be required.
- **How many hours should a typical student spend on a course?** Students should plan on approximately 85 hours of work per semester credit. This means that if a student is taking a course and the time to complete the course is significantly less than the target of 85 hours, the course may need to be supplemented with additional material, projects, reports, activities, etc. Please coordinate with the Director of Assessments if supplementation to a curriculum is needed.
- **When should I have my course completed?** As a general rule, two-semester credit courses are expected to be completed within 18 months. One-semester courses should be completed within 12 months.
- **What grade will show on the CP transcript for my home school course, and will it factor into my student's GPA?** A home school course will show on the transcript with a P (pass) grade and will not impact the CP GPA.
- **As a senior, when should I have my last home school credits verified to graduate with a CP high school diploma?** A Home School Credit Pre-Approval Request should be filled out for all homeschool courses. The request should be completed and provided to the Director of Assessments before the start of the homeschool course. Courses should be completed, with the Home School Credit Verification Requests submitted to the Director of Assessments before May 1, in the year the student is graduating. Please do not wait for course credit verifications; submit the request as soon as the course is completed.
- **I am homeschooling some junior high courses. Do I need to follow this process for home school credits?** It is not necessary to complete the Home School Credit Pre-Approval Request or the Home School Credit Verification Request for junior high courses, unless they meet a CP graduation requirement, e.g., Algebra I or Geometry.