Collegiate Academy of Colorado

Home of the Wolves

2024 | 2025

Pride Book

Welcome to Collegiate Academy of Colorado

2024-2025 School Year

We, the Administrators of Collegiate Academy of Colorado, would like to thank you for joining us for the 2024-25school year. It is with great anticipation that we look toward the upcoming school year. As we welcome back our returning families, we also want to extend a special welcome to our new families. Please plan on becoming an active part of our community as we strive to help our students attain their highest academic and personal potential.

Some significant tools we will be using to complement our academics and communications include:

- **Google Classroom —** can be accessed at classroom.google.com or from a link on our school website (collegiateacademy.net) under the "Students" tab. It is critical that students can login to Google Classroom using their @collegiateacademy.net account (usually first initial, last name @collegiateacademy.net). If your student does not remember their login and password, or if your student is new to Collegiate and has never logged in, please contact our Front Desk at (303) 972-7433 so that we can provide login information or reset your student's password.
- **Campus Parent Portal —** The Campus Parent Portal provides parents access to their student's grades, class schedules and attendance information, accessible from any internet enabled computer or mobile phone: https://campus.jeffco.k12.co.us/campus/portal/parents/Jeffco_IC.jsp?status=logoff
- **School Messenger —** School emergency and closure information, attendance notifications, and notices of D and F grades are available by phone message, email or text message.
- **Dual College Credit Opportunities —** The College Board's Advanced Placement program provides an opportunity for students to earn credit or advanced standing at most of the nation's colleges and universities, while gaining a GPA advantage in high school.

When we understand and abide by the procedures and rules that govern our school, all students will be able to succeed at Collegiate Academy of Colorado.

Thank you,

Collegiate Academy of Colorado Administration

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Section 1 – About Collegiate Academy of Colorado

Collegiate Academy of Colorado is a tuition-free, Jefferson County Public Charter School. Charter schools are authorized by state law and approved by the local Board of Education. We receive public funding, but may receive waivers from the Board of Education's policies and procedures. We have our own governing body, the Collegiate Board of Directors. We determine our own enrollment, in accordance with the terms of our charter school contract.

Originally granted a charter in 1994 as a school for grades 7-12, we now serve grades PK-12. We deliver an educational program grounded in high academic standards. Our innovative approach blends traditional skills with exploration and application. We promote a positive school, family, and community partnership as we strive to create a single unified PK-12 model.

Elementary School	(ES)	Grades	PK-6
Middle School	(MS)	Grades	7-8
High School	(HS)	Grades	9-12

Our Mission

To encourage lifelong learners by providing a challenging curriculum through applied learning, leadership development, and civic engagement.

Our Vision

Empower. Innovate. Lead.

Values

Character education is an integral component of our Core Knowledge roots, and has been a unique component to Collegiate's program since our founding. The four Collegiate Core Values guide our students on the path to becoming strong leaders. Students at Collegiate are encouraged to embody these values daily while in school, but are also expected to live these values outside the walls of the school to grow as leaders in our larger community. The Core Values are:

1. **Integrity —** Collegiate students do the right thing regardless of whether anybody sees them. This value goes beyond honesty to require sincerity in communicating and living.
2. **Perseverance —** Collegiate students see their problems as challenges and hurdles to overcome. They see their problems as weights to build strong character. By shifting the way they think about problems, Collegiate students change their thought patterns to improve their attitude and perception of a given situation.

3. **Ownership —** Collegiate students are held accountable and responsible for present and future actions. They take pride in the work they do and are honest with adults, peers and community members. When their work is strong, they showcase it, and when their work lags, they improve it by owning the notion that we can always do just a little better.

4. **Quality —** Collegiate students follow the rule that no matter how great or small, one always puts their best effort forward. The notion of doing quality work is a confidence builder that improves our reputation with ourselves, our teachers, and our peers.

Governance

Collegiate Academy operates autonomously under the direction of its own Board of Directors. The Board is responsible for making policy and procedure decisions affecting our school. Parents are encouraged to give input regarding the school in general, as well as issues concerning their children. The public is invited to attend all Board meetings unless the meeting is designated as an "executive session."

Administration

The school principal reports directly to the Board of Directors and is responsible for the operation and management of the school. In addition to providing strategic planning, the principal oversees communication, school finances and building management. Our principal believes the primary focus of Collegiate Academy is the students. Together, we work to provide strong leadership for our school community.

Teaching Philosophy

The ultimate goal of Collegiate Academy is to use problem-based and inquiry learning techniques to ensure applicability of learning to real world challenges. Authentic learning develops creative and self-directed problem-solvers equipped to transfer skills to a variety of situations that students will encounter in life. A real strength as a charter school comes from our autonomy to hire and train teachers who are in alignment with this philosophy. Our teachers are trained in academic and classroom strategies to enhance the students' education. The level of teacher commitment at Collegiate Academy is very high. Our teachers are here because they believe in our philosophy and in our students. Our dedicated teaching staff reflects a variety of backgrounds, each believing strongly in the unique role that Collegiate Academy plays in educating students through a variety of teaching techniques.

Class and School Size

Collegiate Academy is committed to small class sizes and caps class sizes in order to maintain effective student to teacher ratios. Kindergarten classes are generally capped at 20 students per classroom, while other grades are generally capped at 24 students per classroom.

Funding

Fees — As a charter school, Collegiate Academy is funded primarily with per pupil revenue from the state of Colorado. Parents do not pay tuition, however, mandatory annual fees are set by the Board of Directors and collected at fall registration. Additional expenses may be assessed throughout the school year for field trips, project materials, workbooks, some testing fees, etc. Families with financial need should apply for the Federal Free & Reduced Lunch Program, which automatically waives school fees and field trip fees, with the exception of elective and graduation fees.
https://www.schoolcafe.com/

The Collegiate Academy of Colorado Parent Teacher Foundation — The Foundation operates as the support organization of Collegiate Academy and is the sole fundraising arm of the school. The Foundation supports academic and enrichment programs which are beyond the scope of the school's annual budget. The organization is registered as an independent 501(c)3 non-profit organization in Colorado. Meetings are held monthly to discuss fundraising events and to determine how funds will be spent. For more information on the organization, go to our website at https://collegiateacademy.net/family/p_t_a__p_t_s_a__p_t_o.All fundraisers which benefit Collegiate Academy must submit their proposal for review by the principal and approval by the Foundation. See Fundraising.

Volunteer Hours — As a charter school, Collegiate Academy depends on volunteer hours to make our school function smoothly and encourage a culture of family involvement in students' education. Volunteer hours foster ownership, unity, and pride in our school. Each family in grades K-12 is responsible for a minimum of 40 volunteer hours per year. The hours may be contributed by the parents, their student, or other family members. There are jobs to be done year-round, and opportunities are published regularly in the weekly newsletter, the FYI. We ask all parents to seek out volunteer opportunities in order to meet their 40 hour commitment.Possible volunteer opportunities throughout the year include: chaperoning school dances, school pictures, vision/hearing screenings, school improvement days, snow removal, and field day.

If time is limited, families may substitute cash ($10/hour) or contribute supplies or materials ($10 in value/hour). New family referrals are another great way to earn your annual 40 hour commitment while building our community. Families are asked to track and log their hours and material contributions using our online form as frequently as possible at collegiateacademy net under the Volunteerism tab.

Admission and Enrollment

Minimum Age Requirements — Students must be five years old by October 1 to enter kindergarten and six by October 1 to enter first grade. Students may enter preschool as three and four year olds.

Enrollment Process — Applications for first round Choice Enrollment are accepted through the district's EnrollJeffco online system each year. Students are accepted on a space available basis. Waiting lists, which are prioritized, will be created if applicants exceed space available at the school. If a student is waitlisted during the first round Choice Enrollment, the student may enter the second round. Applications during the second round are enrolled on a first-come, first-served basis. A

separate application must be completed and submitted for each child. The Choice Enrollment home page is on http://www.jeffcopublicschools.org/enrollment/.

Administrative Transfers — An administrative transfer is available for the purpose of moving a student from one school to another in certain circumstances where the Choice Enrollment option may be inappropriate or inapplicable. Administrative Transfers may now be requested at enrolljeffco.org.

Section 2 - Attendance

General Guidelines

Compulsory Attendance — Compulsory attendance laws are crafted by each state to require school attendance for children of certain ages. School attendance is mandatory. Please refer to the truancy section of the Jefferson County Conduct Code booklet on Jefferson County Schools website http://www.jeffcopublicschools.org. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized, whether in-person or online. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. As a parent, you have the opportunity to teach your student the kind of attendance habits desired by employers and schools of higher education. Teach good habits now, and they'll make good decisions in the future! We salute your efforts to encourage an exemplary attendance record.

Parent's Role in Reporting Attendance

Leaving an Attendance Message — Parents are required to call by 8:30 a.m. to report an absence or tardy for in-person and online attending students. Leave a voicemail at (303) 972-7433 Option 3 for Elementary and (303) 972-7433 Option 4 for Middle/High School. If you cannot call due to an emergency, please call in your student's excuse within 24 hours of absence. After 24 hours, unexcused absences cannot be marked excused. Please state:

- Student's name (spelling last name helpful)
- Grade
- Date(s) of absence
- Reason for absence
- IF ARRIVING LATE: Authorized time of arrival
- IF DEPARTING EARLY: Approximate time of departure
- Your name, relationship to student, and contact number.

Collegiate Academy has a closed campus and students are expected to be in the building during class hours except for authorized times, or by administrative approval.

Pre-approval for Pre-arranged Absences (3 days or more) — Absences of 3 or more days require prior approval from the principal:

1. Absences will be excused only if they align with district policy for excused absences.
2. The Pre-Arranged Absence Form must be submitted at least 3 days before the extended absence
3. Students are responsible to contact teachers for work assigned during the absence.

	Tardy	*Absent*
Students K-6	Student arrives late, but by 9:30 a.m.	Morning absence — Student arrives after 9:30 a.m. Afternoon absence — Student leaves before 1:15 p.m.
Students 7-12	Tardy Excused — Student has an excuse, and attends any portion of a class. Tardy Unexcused — Student is unexcused, and late by < 50% of the class period.	Absent Excused — Student has an excuse, andmisses an entire class period Absent Unexcused — Student is unexcused, and late by >= 50% of the scheduled attendance period.

In-Person vs. Remote Learning

Collegiate Academy follows a 100% in-person learning model and does not offer a hybrid program at this time. Should emergency situations arise preventing in-person learning, a transition to a 100% remote learning model would occur. Collegiate's remote learning model is designed for full time, 5-day per week synchronous learning for the full length of the school day.

Arriving or Departing During the School Day

Daily Entry Protocols for In-Person Learning

Drop off protocols

- **PK doors open at 7:30am. Elementary Grades K-6 doors will open at 7:30am, with the tardy bell at 7:45am. Secondary Grades 7-12 doors will open at 7:30am with the tardy bell at 7:40am.**
- There is NO supervision before 7:30am.
- DO NOT drop students off early except to Foothills Before & After Care, located on the North side of the building.
- Grades K-6 will enter through the South (Carpool) doors.
- West (Elementary Parking Lot) Entrance is for K-6 students who walk/bike to school only.
- Middle and High School will enter through the East (Secondary) main entrance.

Daily Pick-up Protocols for Release

- All students not picked up by 3:15 p.m. must be in one of the following:
    - Foothills After Care
    - Extended Day
    - After school activity

Sign in/out log

- All students arriving or departing Collegiate Academy after the start of the regular school day are to sign the Student In/Out Log at either front desk and receive a pass to class.
- Elementary students must be called in by a parent/guardian.
- MS/HS students are not able to log themselves out of the building without speaking to the Attendance Secretary for approval.

Off-campus Privileges

Permission to be Off-Campus — Eligible students must obtain written permission from both parents and Administration to be away from campus during the regular school day on the "Permission to be Off-Campus" form.

Leaving Campus for Lunch — Collegiate Academy is a closed campus; however:

- Seniors and eligible juniors who leave campus for lunch must sign-out/in at the HS Front Desk.
- Juniors must petition the Board of Directors each school year for off-campus lunch privileges and receive approval.
- Student behavior expectations apply off campus. Violations of open campus policy could result in loss of off-campus privileges as well as consequences stated in the Jeffco Student & Family Handbook and Pride Book.
- Parents may take their student out for off-campus lunch provided they sign them out/in. Students ineligible for off-campus lunch cannot earn it via a note or phone call from their parent. Parents wishing to allow another adult to take their student off-campus for lunch must provide written documentation.
- Students eligible for off-campus lunch may not take ineligible students off campus.

Absences or tardies can only be excused by a permanent or temporary parent/guardian — At no time may any student call to excuse him/herself, regardless of age. Please contact your Attendance Secretary for any questions or clarification regarding any and all attendance.

Extracurricular Activities — Students must attend school on the day of an extracurricular activity to participate in the activity.

Auto-dialer Notification of Unexcused Absences — The auto-dialer phone system will contact parents/guardians (in the evening) to notify them of all unexcused absences that occurred that day. Parents are responsible for providing up-to-date contact information in JeffcoConnect to ensure timely communication.

Excused Tardies — Excused tardies should be rare. Please show respect for teachers and classmates by arriving on time and ready to learn.

Unexcused Tardies

# of Unexcused Tardies	*Consequences*
1st tardy	Warning
2nd tardy	Lunch room clean-up/classroom

3rd tardy	Lunch room clean-up or grounds maintenance, teacher calls parent
4th and subsequent tardies	Teacher issues Conduct Code Violation (CCV)

Unexcused Absences — Absences may be excused only for reasons designated in district policy and state statute. Court action will be initiated in accordance with district policy when absences exceed 4 in one month or 10 in one year.

For attendance purposes, any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

Consequences — Absences

# of Absences	*Consequences*
Unexcused: 1 absence	After absence verified, student eligible for a CCV.
Unexcused: 3 absence	Student receives a CCV and may be placed on an attendance contract or suspended.
Unexcused: 6 absence	MS/HS: A student's grade may be lowered one letter grade from the student's earned grade (e.g. A to B, B to C).
Unexcused: 8 absence	MS/HS: A failing grade (F) and no credit will be earned.
UNEXCUSED: 4 full-day absences in any one month -or- 10 full-day absences during any school year	Court action may be initiated to enforce attendance requirements. Parent will be notified in writing that proceedings have begun.
EXCUSED or UNEXCUSED: 5 and 10 or more full-day absences	5 full-day absences in a month will require a doctor's note to excuse. Any absence from school or class over 10 full days a quarter will need a doctor's note to excuse the absence. Students will be considered for retention and a conference involving the student, teachers, parents, and Administration may be held to review options.
EXCUSED: 5 and 10 or more absences (full-day or for a class period)	Anything over 5 full-days excused absences per month may have a negative impact on students' grade(s) and will need a doctor's note to excuse the absence. Anything over 10 absences per school year will result in Unexcused absences until a doctor's note is provided. Attendance is important for the students' learning and passing a class, therefore is a part of grading at CAC. We understand some absences are necessary, but recommend parents plan vacations around CAC vacation times.

Make-up Work for Unexcused Absences — Classroom or online instruction and interaction with teachers are essential to a student's educational success. Consequently, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on

content standards and to meet the academic standards of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described by the following:

- **Grades One through Six —** Make-up work will receive full credit.
- **Grades Seven and eight —** Makeup work for unexcused absences will be allowed for credit and may have one grade reduction for all work completed. Makeup work for excused absences will be accepted for full credit.
    - When a student has missed work that cannot be duplicated, the teacher may determine mastery through an alternate assignment.
- **Grades Nine through Twelve**
    - For the first two unexcused absences from a class, makeup work will be allowed for credit and may have one grade reduction for all work completed.
    - After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
    - When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
    - When a student has missed work that cannot be duplicated, the teacher may determine mastery through an alternate assignment.

Makeup Policies for In-Person and Online Instruction:

	Homework Makeup Policy:	*Exam Makeup Policy*
Tardy Excused	Make-up work will be provided.	Exams given at the teacher's convenience. Reason for excuse subject to thorough Administrator review.
Tardy Unexcused	ES: Same as "Absent Unexcused." MS/HS: Defined as missing	ES: Same as "Absent Unexcused." MS/HS: Defined as missing
Absent Excused and Unexcused	Students make up missed assignments on the basis of "2 days for each day of excused absence" unless additional time is approved by the teacher. Assignment given Monday but student ill, student has Tuesday and Wednesday to complete, so due Thursday morning.	Exams given at the teacher's convenience. Reason for excuse subject to thorough Administrator review.

Campus Parent Portal/Jeffco Connect

Parent Portal — The Campus Parent Portal provides parents access to their student's grades, class schedules and attendance information. K-12parents should routinely view these records.

EnrollJeffco— Allows parents to update contact and demographic information. You can access the EnrollJeffco system at http://enrolljeffco.org.

- Students have their own log-in to Campus Portal. This allows them to view their records, but not the records of the other students in their household so please do not share account information. https://campus.jeffco.k12.co.us
- To access Infinite Campus Parent Portal or Jeffco Connect go to Collegiate Academy website and click on the appropriate link, http://www.collegiateacademy.net/.
- If you do not have online access, computers are available for use at the ES and HS Front Desk.

Withdrawal Process

- Students under the age of 18 years may not withdraw from school without Administrator and parent/guardian permission. Any students under 17 years of age who stops attending classes without having been withdrawn will be considered truant and court action will follow.
- In order to withdraw a student from Collegiate Academy, a parent/guardian must complete a "Withdrawal" form, return outstanding books and materials, settle all financial obligations have been cleared, and obtain teacher and Administration signatures. After a student has been withdrawn, he/she must abide by the "Visitor Policy" outlined in Section 6.
- All outstanding fees upon withdrawal will be transferred to fines and will follow the student within the district.

Section 3 – Academics

In accordance with our mission statement, Collegiate Academy provides a sound educational environment grounded in the fundamental skills of a college preparatory curriculum. These academic expectations are outlined below by school level.

Academic Recognition

CAC students in grades 7-12 can earn Honor Roll recognition. Students taking Advanced Placement classes (grades 10-12) can earn GPAs that exceed 4.0 as their A = 5.0, B = 4.0, etc. Other student accomplishments (K-12) are honored at an awards assembly.

GPA Requirements for Honor Roll	
Summa Cum Laude	4.0
Magna Cum Laude	3.5 to 3.999
Cum Laude	3.0 to 3.499

Elementary Academics (K-6)

Program Hours — Grades K-6: 7:45 a.m. - 2:55 p.m.

Curriculum — Collegiate's curriculum is grounded in the principles of Core Knowledge (https://www.coreknowledge.org/), preparing well-rounded students in math, science, and technology as well as the language and fine arts. Our curriculum allows for flexibility in individual program design and methodology. Content is presented through a diversity of instructional methods, additional subject emphasis, and curricular enhancement for an ideal academic balance. A rigorous academic foundation is paired with hands-on experiences. Collegiate challenges students through flexible ability groupings.

Ability Grouping — Flexible ability groups for math and language arts provide a motivating and challenging learning environment and allow more opportunity for individual attention to students as they master new skills.

Homework — Homework is an integral piece of our curriculum and requires a commitment from our student-teacher-parent (STP) team. Teachers pledge to make homework relevant, meaningful, and time-appropriate. Homework expectations increase as students progress through grade levels. Students should expect 10 minutes of homework per night, per grade level. (For example, 10 minutes for first grade per night, 60 minutes for sixth grade per night, etc.) In addition to homework time, students are required to read nightly according to grade level expectations.

Extended Day — Each teacher is available in their classroom from 3:15-4:00 p.m. one day per week to give students an opportunity to work to meet his or her academic commitments in smaller groups or one-on-one. Extended day schedules are posted in the fall and on teacher websites. Teachers may recommend that a student having trouble meeting academic standards participate in this program. Students may request copies of lost assignments from their teachers; the work will be handed back to them during the teacher's "Extended Day" or at the teacher's convenience. **Late Work Assignments —** Assignments not turned in on time lose 10% for each day an assignment is late. (For example, 1 day late loses 10%, 3 days late loses 30%). Assignments turned in 5 days after the due date will be accepted and reviewed for mastery, but the student is given a 0% for the assignment. Teachers may request a parent meeting. The teacher or Administration may make extensions or allowances based on individual circumstances.

Weekly Progress Updates — Parents and students receive weekly progress updates through Campus Parent Portal which is updated weekly by teachers.

Grading and Report Cards — All grading in Collegiate's Elementary School is available online through Campus Parent Portal. (See Campus Portal) Report cards will be completed each quarter, and will be available online via the Parent portal, https://campus.jeffco.k12.co.us/campus/ Jeffco_IC.jsp. In grades K-6, progress is represented using the following marks:

A = Outstanding
B = Good Progress
C = Satisfactory Progress
D = Poor Progress
F = Unsatisfactory Progress

Retention/Promotion — Staff and Administration, in consultation with parents, may recommend retention or promotion. Important considerations are attendance, academic performance and social/emotional readiness. Students who show documented deficiencies will be considered for retention.

Reading and Language Arts — Collegiate maintains a strong focus on literacy and writing employing the best-proven teaching practices and curricular materials. Grades K-3 utilize "Being a Reader" and Writing Alive as a framework for literacy. The intermediate and upper Elementary grades use resources including Jeffco Bridge and EngageNY to build and spiral upon the K-3 foundation, emphasizing:

- Phonemic awareness, phonics, and word knowledge
- Inquiry skills and strategies
- Writing and language arts skills and strategies

The resulting program is literature-rich, and instills a passion for lifelong reading and a love of literature and the written word. We also emphasize composition and creative writing, penmanship, speaking, listening, grammar, literature, spelling, and library skills. Cursive is taught in grades 3-6.

Mathematics — Saxon Math offers a strong foundation of computational skills with problem-solving applications is the focus of the program. The program includes hands-on learning with an emphasis on critical thinking skills.

Science — Grades K-6 utilize the hands-on, activity and problem-based FOSS science curriculum. The program teaches basic concepts and scientific methods through exposure to a rich composite of experiences, observations, hands-on exploration, and experimentation. Students learn to collect and report scientific data and draw conclusions based on data and observations.

Social Studies — The social studies curriculum emphasizes American history and world civilizations while focusing on geography. When appropriate, literature is integrated into the curriculum and themes are supported by art and music.

Physical Education — Students receive exposure to a variety of activities, games, and sports. The program focuses on developmentally-oriented activities to help enhance basic movement skills. Growth is measured as each student competes primarily with him/herself while emphasizing team building and sportsmanship.

Music — The music program is activity-based and designed to develop basic music skills and foster music appreciation. An interdisciplinary approach is incorporated with literature and history.

Art — Students are introduced to a variety of artistic media and creative activities and are systematically guided in art appreciation and in the development of artistic skills. An interdisciplinary approach is incorporated with literature and history.

Student Interns — Elementary classrooms receive additional support through a program called "Connections in Education." Select students in grades 7-12 are given basic classroom and educational training by the classroom teachers and school principals. Following the training, students assist in the elementary classrooms on a daily basis.

Middle School Academics (7-8)

The middle school program is structured to provide the best opportunity to challenge each student, while offering pre-Advanced Placement college prep content. The emphasis on knowledge and on subject mastery that begins with our elementary students, continues in middle school.

The middle school program has been structured to:

- Follow a consistent and sequential curriculum towards mastery.
- Design a support system that meets student needs.
- Foster enthusiasm and commitment among the student body by building a strong network of faculty and staff.
- Provide a positive and safe environment for students.
- Assist students to realize their potential to be successful in school and beyond.

Subjects — Middle school subjects include math, language arts, science, social studies, Spanish, art, physical education and elective options.

Middle/High School - Shared Academic Topics (7-12)

Grade Point Average (GPA) — Grade point averages are calculated at the end of each semester. using the following marking system:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and Below

In accordance with Jefferson County School guidelines, end of semester grades do not incorporate + or -. Only whole letter grades are given.

Shared Academic Topics (7-12) — There are vast developmental differences between middle/high school students; however, administratively the middle school and high school programs are closely aligned. We refer to the reception desk at the east end of the building as the "MS/HS school reception desk." The following is a list of academic expectations shared by middle/high school:

Ability Grouping — Flexible ability groups for math and language arts provide a motivating and challenging learning environment and give teachers more opportunity for individual attention to students as they are challenged with new skills.

Typical Day

- The MS/HS day is made up of 45 minute class periods.
- High school scheduling incorporates a variety of class types. A class taken one period per day, earns 1 credit per year.
- Seniors must be enrolled in at least 7 periods per day, including electives. Many seniors are able to conclude their day just prior to lunch.

Drop, Add or Change a Class — Students wanting to drop, add, or change a class, must complete a "Drop, Add, or Change a Class" form and receive teacher, parent and Administrator approval. Classes officially dropped within the first two weeks will not appear on a high school student's transcript. Students may not add or drop classes after the first 10 school days of the semester.

Homework — is vital to the student's academic growth and is the student's responsibility for successful completion of any course. Teachers strive to make homework relevant, meaningful, and time-appropriate. Students enrolled in AP and honors classes should expect a corresponding increase in homework load.

Extended Day — Each teacher is available in their classroom from 3:15-4:00 p.m. one day per week to give students an opportunity to work to meet his or her academic commitments in smaller groups or one-on-one. The days each teacher is available is posted in the fall and on their websites. Teachers may recommend that a student having trouble meeting academic standards participate in this program.

Window of Opportunity — At times, students are given a "Window of Opportunity," additional time to achieve subject mastery. To be eligible, an assignment/exam must meet the following criteria:

- The assignment or exam must be turned in on time.
- The assignment/exam must follow teacher's guidelines for that assignment.
- The assignment or exam must be turned in fully completed.
- The assignment or exam must show grade level effort by the student.

If these guidelines are followed, any student receiving less than a "B" (80%) on that assignment may have from 3 to 5 additional school days to re-submit the assignment to earn a higher grade. The number of days allowed is determined by the teacher and depends upon assignment requirements. Students may need to attend a teacher's Extended Day to meet the requirements of the Window of Opportunity. Students can revise no more than 2 assignments and 1 exam per class, per semester.

Late Work Assignments — that are not turned in on time will lose 10% for each day an assignment is late. (For example, 1 day late will lose 10%, 3 days late will lose 30%). Assignments turned in 5 days after the due date will be accepted and reviewed for mastery, but will receive a 0%. Any copies of missing work will only be given out, and late work may only be turned in during the teacher's "Extended Day" or at the teacher's convenience. Teachers or Administrators have the right to make extensions or allowances based on individual circumstances.

Incomplete Grades — It is the student's responsibility to resolve incomplete grades. Grades not made up within 10 school days following the end of the grading period will be changed to an "F" unless special arrangements have been made with the instructor (on an individual basis).

Viewing Assignments & Grades — All grading is available online through Campus Parent Portal. (See Campus Portal) Report cards will be completed each quarter, and will be available online via the Parent portal, https://campus.jeffco.k12.co.us/campus/Jeffco_IC.jsp. In grades K-6, progress is represented using the following marks:

Student Interns

- Elementary students and teachers receive classroom support through an elective called "Connections in Education." Select students in grades 9-12 are given basic classroom and educational training. Following the training, students assist in the elementary classrooms on a daily basis. This is one way that works to foster goodwill among students in grades K-12.
- You may also see interns at the reception desk. In assisting you, these high school students are gaining valuable job skills.

High School Academics (grades 9-12)

High School Graduation Requirements — Our high school curriculum and graduation requirements are aligned with the Jefferson County Content Standards.

Academic Credits: In order to graduate and walk with their class, every student must earn the correct number of credits in each course/subject area. See academic credit requirements in

the table on the following page. Senior Thesis is a requirement for graduation, and may not be substituted for another English class.

Senior Service Hours: Seniors must complete 40 community service hours, 30 of which must be performed outside of the school in the greater community. Senior community service hours can begin to be earned June 1st of your senior year.

College Visits & Admission: As a college preparatory school, admission to 4-year colleges and universities is the end goal for students at Collegiate Academy. All High School Seniors are required to attend at least one school-sponsored college visit and to apply for at least one 4-year college or university under the supervision of the School Counselor.

Deadlines for all graduation requirements are set forth in the Senior Parent and Senior Student Guidelines, which are reviewed with students throughout their High School years at Collegiate Academy.

Grade Point Average (GPA) — GPAs are calculated at the end of each semester. Cumulative GPAs are shown on each student's transcript. To be eligible for valedictorian or salutatorian, a student must be enrolled as a full-time student during both semesters of their junior and senior years.

Academic Guidance — The principal and counselor will review each high school student's schedule to be sure he or she obtains the required number of hours and credits for graduation. The principal, counselor, and all the high school teachers offer help with academics, career/college planning, college scholarship and application processing.

Graduation Requirements

Subject	*CAC Credit Requirements*	*Jeffco Credit Requirements*
English (9-12)	4.0	4.0
Algebra I	1.0	3.0 (Math total)
Geometry (or higher)	2.0	—
Science	3.0	3.0
American History	1.0	3.5 (Social Studies total)
World History	1.0	—
Civics/American Government	0.5	—
Economics	0.5	—
Geography	0.5	—
World Language	2.0	—
Fine Arts	0.5	0.5

Physical Education/Health	0.5	0.5
Electives	8.0	8.5
Computer Science	0.5	—
Senior Thesis	0.5	—
TOTAL	**25.5**	**23**

Section 4 – Behavior Expectations

General Behavior Expectations (K-12)

Collegiate holds high expectations for student choices and behavior. Students are expected to adhere to all behavioral expectations in the following section whether school is in-person or online due to public health order. If remote learning is required, all behavior and discipline policies extend equally from in-person to remote learning.

Classroom Behavior — Students are expected to conduct themselves in a manner that promotes learning. Disruptive behaviors in the class that interfere with teaching and/or learning are unacceptable and will not be tolerated. (See Jefferson County Conduct Code booklet, index listing for "habitually disruptive students."

Town Halls & Assemblies — Students must attend any scheduled town hall or assembly and are expected to show courtesy and respect for others. **In-House Rooms —** Students receiving Conduct Code Violations (CCVs) are sometimes asked to proceed to an in-house room until the teacher, counselor, or Administrator can meet with them to discuss the violation and possible re-entry to class. In-house time gives students the opportunity to reflect on how their violation conflicts with the 4 core values. No nuisance devices (e.g. cell phones, portable music devices) are permitted while in an in-house room.

Cool Down — Teachers will give the student a Hall Pass which is to be turned in immediately to their Front Desk Secretary. A student may then spend some time in an in-house room. Parents will be notified if cool downs are requested frequently.

Hall Passes — Teachers will give a Hall Pass to students moving to another class or the Health Office. If a student arrives at a location without a pass they will be sent back to their class for a Hall Pass.

Food in Classrooms and Hallways — No food/drink is permitted in classrooms, including Study Halls. Bottles of water are permitted in the classroom. Snacks may be consumed during passing periods.

Lunchtime

Textbooks — Students should treat texts and library books responsibly. Students will be fined for damaged or lost books.

Closed Campus — Students are not allowed to leave campus without permission from parents and Administration. The Collegiate campus is defined as all property owned by the school or any Jefferson County School District Property under the supervision of Collegiate Academy of Colorado. For routine approval to be off-campus, see Section 2.

Our Neighbors — The 4 Core Values and behavior expectations carry over to our neighbors-students must be respectful and considerate of all people and property. Jefferson County Sheriff will be called to investigate any complaints received.

Restricted Areas Within the Building — Students are not allowed in the dock area, on top of the buildings, behind the reception desks, or in any office or workrooms, unless working as an intern or directly accompanied by a teacher.

Carpool Area — During carpool times, students are not allowed to linger by the building, be on the south lawn, or playground. If on the sidewalk, students must stay north of the red line. Skateboarding, rollerblading and scooters are not allowed on campus.

Nuisance Devices — Nuisance devices are prohibited. Examples include: electronic games, playing cards, squirt guns, water balloons, laser pointers, any object that does not have a legitimate educational purpose, any object that interferes with the educational process, or any object determined by the Administration to be a nuisance. Students caught with any nuisance device may receive a CCV, suspension and have that device confiscated for parent/guardian retrieval.

Liability — The staff, faculty and Administration shall not be held liable or responsible for lost or stolen items, including confiscated items. Compact, high value items are easy targets for theft!

Cell Phone Policy

Cell phones can have both positive and negative impacts on students. Cell phones have made it much easier to stay in constant contact, help with organization, provide easy access to all sorts of information, and can help students learn new concepts. However, the research also points toward several negative impacts on our students. Excessive use of cell phones can lead to distractions and decreased productivity. It can also impact our student's physical and mental well-being. Access to smartphones, texts, and social media magnifies the issues of inclusion and acceptance, issues most students grapple with during the day.

Elementary - Cell phones and smart watches are not permitted in grades K-6 during school hours from 7:45-2:55pm. Any phone in view or audible will be confiscated, logged, and securely held until the end of the school day, at which point it can be collected by the parent.

Middle - In efforts to help our students establish healthy boundaries and a balance of in-person and digital connections, we are implementing an "Away for the Day" policy. Cell phones/smart watches can be brought to school but must remain powered off and placed in a locker or backpack completely out of view from 7:40am-3:00pm. This includes no cell phones during lunch, passing periods or restroom breaks. Any phone in view will be confiscated, logged, and securely held until the end of the school day, at which point it can be collected by the student and or parent depending on the number of offenses. Earbuds and headphones may not be used except for academic purposes with explicit teacher permission.

High - Use of cell phones/smart watches by HS students is not allowed during class time, including restroom breaks or in the hallways. The School and District do not require students to bring cell phones to school, and students who choose to bring cellphones to school are doing so voluntarily. Cell phones brought to the classroom must be silenced and placed in the cell phone holder in each HS classroom from the beginning of class until the bell at the end of the period. The school does not guarantee the security of personal devices against loss, theft or damage.

Cell phones which are in view during class time regardless will be confiscated, logged, and securely held until the end of the school day at the High School Front Desk pending parent pickup. Earbuds and earphones may not be worn during class time except for academic purposes with explicit teacher permission.

Students have access to building phones during the school day; families may contact students through the main office during school hours. Students feeling ill will be sent to the clinic, and the Health Office Assistant will contact parents per district policy.

School Technology — The school seeks to maintain an age-appropriate balance of screen time and healthy social interaction in the classroom. As in real life, students will utilize technology in their classroom activities with increasing frequency as the grades progress. Students' use of technology demands personal responsibility and an understanding of the appropriate handling of such devices and the data processed on them, and the acceptable and unacceptable uses of such devices. During a student's instructional hours within the school day, Chromebooks and other school devices are to be used only for academic purposes and with staff approval. Failure to follow the district Acceptable Use Agreement as outlined in the Jeffco Family Handbook may result in disciplinary action.

Camera and Video Recorder Devices — Due to privacy and confidentiality laws, cameras of any type and all recording devices, cell phone cameras, video recorders and cell phone video recorders are not allowed to be used on school campus without prior approval from a teacher and Administrator.

Prohibited Substances — Collegiate Academy of Colorado is a safe, drug-free, tobacco-free, alcohol-free environment. Students, parents, guests, and staff are not allowed to possess or use drugs, alcohol, tobacco products, or any product or device used for smoking while at any student event or activity. All confiscated items will be destroyed or turned into the Jefferson County Sheriff. Collegiate Academy will follow the procedures set forth by Jefferson County.

Anti-bullying Policy — In accordance with Colorado statute, Collegiate Academy has created and implemented an anti-bullying policy. The policy clearly defines bullying, ensures that staff and students are educated on responses to bullying, and includes preventative steps to assist students as they integrate into the community. The school's fundamental Core Values and character education program, which includes components of the Second Step and LifeSkills curricula, are also designed to prevent bullying and to address it swiftly and effectively if and when it does occur.

Sexual Harassment of Students — Sexual harassment will not be tolerated. Collegiate abides by the Jefferson County Student and Family Handbook policies regarding sexual harassment of students. Students needing help with the complaint procedure should contact a teacher or Administrator.

Police Interviews — When a suspected violation of criminal law has occurred on school grounds, at a school-sponsored activity, or involving school operations, law enforcement shall be promptly notified. Law enforcement officers may independently determine that a criminal investigation involving

school-related conduct is necessary. Upon request by a law enforcement officer to question a student victim, witness, or suspect, school officials shall make an effort to notify the student's parent/guardian or legal custodian. When a law enforcement officer is investigating reported child abuse involving a student and the suspected perpetrator is a member of the student's family, school officials will not contact the family.

Cheating Policy — Cheating is defined as a student unfairly advancing their own academic performance or in any way intentionally limiting or impeding the academic pursuits of other students. Cheating is prohibited. The following are examples of behaviors that are considered cheating:

- Giving or receiving aid during or prior to any exam or otherwise cheating on an exam.
- Failing to distinguish carefully between one's own work and material from any other source including Internet resources (plagiarism).
- Misrepresenting the type or amount of one's own work.
- Misusing school resources, including library materials and digital resources.
- Reproduction of any test materials.

Consequences

- The student will receive a grade of "F" or "0" for the activity / assignment if the teacher decides the student is cheating. Parents and Administration will be notified and, depending on the seriousness of the incident, may include other consequences as determined by Administration.
- Cheating may result in failure of the course.

Grade Specific Behavior Expectations Recess

Elementary (K-6) — Students are expected to follow these guidelines on school grounds:

- **Respect yourself and others**
  - Maintain and respect personal space
  - Keep hands and feet to yourself
  - Wear appropriate outdoor clothing
- **Take care of the equipment**
  - Use the equipment as intended
  - Return all equipment
- **Take care of the area**
  - Leave rocks, pine cones, and sticks where they belong
  - Respect our living environment
  - Pick up trash
- **Include others**
  - Share equipment—take turns
  - Let everyone participate
  - Be reasonable and responsible
  - Display good sportsmanship
- **Rules during recess / breaks**

- Stay inside designated play area
- Listen to and obey adults
- Do not throw snow

Lockers (6-12)

- Students who are assigned lockers and combination locks must sign a “Locker Agreement”.
- All lockers are the property of Collegiate Academy.
- Locker data is kept at the high school receptionist desk.
- Unattended property is subject to search and placement in Lost & Found.
- Extremely valuable items should not be left in lockers. Collegiate Academy is not responsible for items missing, lost or stolen. Please leave valuables at home.
- Lockers should be cared for properly-It is the student's responsibility to maintain their lock and locker and keep the locker clean and free of graffiti. Failure to do so could result in a lock replacement fee ($5) or locker clean- up/repair/replacement fee (amount to be determined).
- MS/HS students who are currently taking a required P.E. course will be assigned a gym locker and lock.
- Locker guidelines apply to main lockers as well as gym lockers.
- The use of a locker is a privilege and must be locked at all times. Abuse of this privilege will result in the privilege being revoked.

Internet / Technology Use Policy (K-12)

User’s Responsibilities & Guidelines for Use — The student and the student’s legal guardian must sign an intent to abide by these guidelines before the student is allowed to use our computers or access the Internet.

Users agree to

- NO offensive, abusive, or inflammatory speech or images online.
- Not share personal information online.
- Understand that email is not guaranteed to be private and that network administrators and others do have authorized access to mail.
- Be responsible for the proper use of access privileges.
- Not degrade or disrupt equipment, software or system performance.
- Adhere to the rules of copyright.
- Use Avatars or Images to represent a student’s school login in line with all policies on acceptable images. It is at the sole discretion of CAC Administration to determine if an image has violated our use policies.

Misuse of Technology — Examples of misuses of technology that will result in disciplinary action include, but are not limited to:

- Using the account of another user.
- Misrepresenting yourself or others.
- Using the network for non academic reasons.
- Attempting to gain or gaining unauthorized access to resources.
- Spreading computer viruses.

- Violating copyright laws.
- Accessing inappropriate material.

Consequences for Violations of Internet / Technology Use Policy — Violations of this policy and/or District Acceptable Use Policy will result in disciplinary action. Consequences may include, but are not limited to, the loss of access to technology. Illegal activities involving technology will result in referral to law enforcement authorities. Use of CAC Chromebooks is at the discretion of CAC Administration and that right may be withdrawn at any time.

Additional actions may be taken as deemed appropriate

- Staff / parent contact for student misuse
- Referral to the Administrator for discipline for student misuse
- Loss of access to specific technology and/or designated area for a minimum of 3 days
- Confiscation of inappropriate item(s)
- Restitution / restoration

Acceptable Use — Students are provided access to the campus networks for educational purposes. Use of the network for personal use is allowed at the discretion of school staff.

Privacy

- Students acknowledge and surrender all rights or expectations of privacy when accessing Collegiate Academy campus networks.
- Collegiate can and does monitor internet access and activity on campus networks, including but not limited to sites visited, content viewed and email sent and received.
- Collegiate Academy and law enforcement may examine a student's personal device and its contents if there is reasonable suspicion to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

IT Support

- Students are responsible for setting up and maintaining all approved devices connected to campus networks.
- Collegiate does not provide and assumes no responsibility for supporting or troubleshooting any connectivity issues with any student device.

Consequences — Students agree that misuse of campus networks will result in discipline which may include loss of access to campus networks, loss of all technology privileges on campus, or other appropriate disciplinary or legal action in accordance with the Pride Book, the Jefferson County Code of Conduct and any other applicable state and local laws.

Final Interpretations — Technology is constantly changing and new devices, technologies, and policy questions are likely to arise in the upcoming year. Final interpretation of this technology policy will lie solely with Collegiate Academy's administration.

Behavior Violation Consequences (PK-12)

The consequences that result from the Pride book violations vary. Offenses that violate the 4 Core Values and show disrespect to teachers and/or students will result in disciplinary actions. The student also may receive a Conduct Code Violation, depending upon the severity of the incident. More severe behavior consequences include detention, in-school suspension, out-of-school suspension, behavior contracts or expulsion.

Conduct Code Violations — The consequences that are given when a CCV is issued is determined by the severity of the violation and whether the violation is repeated. When CCVs are issued, The issuing staff member will contact parents.

CCV violations may include:

- Insubordination / Defiance
- Copying / Cheating / Plagiarism
- Skipping Class / Leaving Without Permission
- Dress Code Violation
- Profanity / Vulgarity / Obscenity
- Classroom Disruption / Unprepared for class
- Destruction of Property
- Unexcused Tardiness (4 or more)
- Public Displays of Affection
- Other conduct detrimental to the Collegiate community

School Conduct Code Consequences:

- Lunch Duty or Community Service
- In-School or Out-of-School Suspension
- After School Detention

Detention — Students may receive a detention, with or without a conduct code, from a staff member before, during and after class. Students may also receive a detention before or after school hours for behavior violations. **Suspensions —** All suspensions will be issued by the school administration and submitted to District offices. Parents will be notified of suspension days by telephone.

In-School Suspensions — The in-school suspension (ISS) program is designed to keep students in school and on an academic route and can assist students in learning ways to improve their behavior. ISS is in place only for those students who commit infractions that do interfere with the educational environment of the community.

Out-of-School Suspensions — Students may NOT be on school grounds any time during out-of-school suspension. Students will not be able to return until a re-entry meeting has been held to address issues surrounding the suspension. Parents may be required to shadow their students upon return.

Behavior Contracts — Students who repeatedly exhibit behavior that is disruptive will be placed on a behavior contract. If the contract conditions are not met, the student could face expulsion from Jefferson County Schools.

Grounds for Suspension or Expulsion — Please refer to the Jefferson County Conduct Code booklet for details regarding grounds for suspension or expulsion.

Suspension Consequences	*Eligible to pick up work?*	*Eligible for missed assignments?*	*Eligible for missed exams?*
In-School Suspension	With Administrator approval, the student is responsible for picking up work during the school day, at the teacher's convenience.	Assignments will be done in an in-house room and will receive full credit for work turned in at the end of the day.	Exams will be taken in an in-house room or at the teacher's convenience.
Out-of-School Suspension	With Administrator approval and at the teacher's convenience, students can pick up work prior to leaving School. If unable to obtain work before departing, it is the family's responsibility to contact the teachers directly to obtain work. Suspended students are not to be on school grounds, even to pick up school work.	Any make-up work is due the day the student returns from suspension. May not be on-campus for "Extended Day." Not eligible for a "Window of Opportunity".	The student must be ready for testing upon his/her return. Test is given at the teacher's convenience. Not eligible for a "Window of Opportunity".

Section 5 – Dress Code

Students attending Collegiate Academy work toward excellence and high standards of performance. These inward goals should be reflected outwardly through students' neat and clean manner.

Elementary Dress Code (K-6)

Uniforms

Students in grades K-6 wear uniforms, which are available at all major department stores. **Tops —** Any solid color polo, turtleneck, button up shirt, or sweater is permitted. All Collegiate Academy Spirit Wear are acceptable on Fridays.

- **Bottoms —** Any khakis or solid color pants, shorts, skorts, capris, skirts or jumpers (including corduroy and cargo pants) may be worn, but may be no shorter than the bottom of the fingertips with your arms straight at the sides. Solid color opaque leggings that are not excessively tight are acceptable; tights may not be worn as a solitary garment. No sweatpants, or denim or lace can be worn, including Collegiate Academy sweatpants.
- **Plaid —** The burgundy plaid and green plaid uniform items in the French Toast catalog may also be worn.
- **Ties and cross ties —** May be worn appropriately.
- **Long-sleeved shirts —** Solid colored long sleeved shirts may be worn under short-sleeved uniform shirts.
- **Outerwear —** Solid color zip up hoodies/fleeces are permitted indoors with a uniform shirt worn underneath.

Elementary School Additional Dress Guidelines — (listed head to toe, general items at bottom)

- **Hats —** May not be worn in the building.
- **Hair —** Must be clean and conservatively styled. Eyes must be visible at all times. No words, numbers, letters or patterns may be designed into the hair.
- **Make-up —** Is not allowed.
- **Piercings —** Conservative earrings may be worn in ears only.
- **Necklaces —** One necklace may be worn at a time, but must be worn inside the shirt.
- **Shoes —** Should be closed-toe, closed-heel. Flats only. Sneakers or tennis shoes are acceptable. Appropriate athletic shoes must be worn in P.E. No Heelys may be worn.
- **Clothing condition —** Clothing should appear neat, clean and in good condition.
- **Clothing fit —** Clothing should fit. No baggy, excessively tight fitting, revealing, low-riding or suggestive attire is permitted. Shorts, dresses, skirts, skorts, or overalls, may be no shorter than fingertips when arms are at your sides.
- **Clothing with a waistband —** Should be worn at the waist, no sagging pants.
- **Scout uniforms —** May be worn on Scout days.
- **School team uniforms —** May be worn on special days and game days.
- **Tattoos —** No visible tattoos are allowed.
- **Recess/Outdoors —** Sweatshirts or other winter apparel may be worn over uniforms at recess and when outdoors.

Middle / High School Dress Code (7-12)

- **Hats —** Hats may be worn in the classroom at each individual teacher's discretion. Hats with bills must be worn straight forward or backwards. No hoods up at any time. Knit caps may not cover the ears or eyes.
- **Hair —** Must be clean and conservatively styled. Eyes must be visible at all times. No words, numbers, letters or patterns may be designed into the hair.
- **Sunglasses —** May not be worn over the eyes in school.
- **Piercings —** Piercings may be worn that do not distract from the classroom academic environment.
- **Sleeves —** No spaghetti straps, halters, tubes or single shoulder strap shirts are allowed. Shirts should reach the top of the armpit.
- **Shoes —** Slippers and heels, platforms or wedges greater than 3 inches are not permitted during school hours.
- **P.E.** - Appropriate athletic shoes must be worn and it is recommended that all piercings are removed, those that cannot be removed should be covered with tape for protection.
- **Clothing appearance —** Clothing should appear clean, neat, and in good condition. Clothing should not distract from the educational environment.
- **Clothing fit —** Clothing should fit. No baggy, excessively tight fitting, revealing, low-riding or suggestive attire is permitted. Shorts, dresses, skirts, skorts, or overalls, may be no shorter than fingertips when arms are at your sides.
- **School team uniforms —** may be worn on game days.
- **Students are encouraged to wear all Collegiate Academy attire!**
- **Clothing not permitted —** No fishnet tops, bandanas, dusters.
- **Clothing / accessory statements —** Clothing and accessories may not have negative, inappropriate, or offensive messages, themes, or graphics. No writing or symbols related to profanity, vulgarity, vulgar slang, nudity, weapons, violence, or any drugs of any kind, cigarettes, alcohol, or gang affiliated clothing of any kind.
- **Undergarments and midriffs —** Not permitted in view during normal activity.
- **Pajamas —** Not permitted to be worn as clothing unless a designated day.

Dress Code Enforcement

We commit to our families to be fair and consistent in enforcing the dress code. Final interpretation of the dress code lies with the Administration.

Consequences for Dress Code Violations

Students may be asked to change into different clothes, to borrow items from a peer, or to get clothes from home. Consequences may include removal from the classroom until the student has changed into appropriate attire. Students will receive a Conduct Code Violation (CCV) for repeat offenses and a parent meeting will be required.

Section 6 – Student Services

Collegiate Academy makes several services available to students to create a safe learning environment and to help them achieve their highest academic potential.

Student ID Card

Each student is issued a picture ID card at registration. The ID card should be carried at all times and presented to school officials when requested. Loss or theft of this card should be reported to the front office immediately. Replacement IDs cost $5.

Libraries

The library (located in the elementary school) offers students access to books, resource materials and online resources.

Health office & Health Protocols

We are concerned for the safety, health and well-being of our students. The health office is available for students who become ill or are injured at school during the school day. If a child is ill or has an injury that appears to require medical attention, parents will be called and will be expected to come to the school and pick up their child immediately. A parent must sign out or authorize a student leaving school for health reasons. Please help us by not sending your students to school if they are ill. The health office provides:

- First aid and emergency care for ill or injured students
- Physical assessment of ill/injured students and referral for medical care
- Vision and hearing screenings
- Coordination/management/follow-up for student identified health needs
- Monitoring and reporting of contagious diseases
- Maintaining of health records and state immunization forms
- Dispensing of over-the-counter and prescription medications. Parent(s) and a physician must complete a medication form for clinic-administered medication. The physician's written orders must include: student's name, name of drug, dosage, purpose of medication, time of day medication is to be given, anticipated number of days to be given at school, possible side effects, and instructions for administering and storage. All medication must be in the original container with a current pharmacy label. All medication will be kept in the health office. The student is responsible to go to the health office for medication and must take the medications in the health office.

Student Parking (10-12)

- All students who park at Collegiate Academy must register their vehicle via the "Student Parking Agreement" form. To receive a parking sticker, you will need to submit the form, a

copy of your driver's license, registration, proof of insurance, and a fee of $50 per year to defray maintenance costs; forms can be processed at registration or the HS reception desk.
- If you are carpooling one or more elementary students, you need to park before anyone gets out of the car.
- CAC students must park in the back (east) lot; no student parking is allowed in the front (west) lot, on neighborhood streets, or in surrounding lots.
- Jefferson County Schools and Collegiate Academy carry no insurance for loss or damage to students' personal property.
- Those who do not heed the guidelines outlined on the "Student Parking Agreement" form will lose their parking privileges.

School Store

The school store is located near the clinic and staffed by volunteers. It will be open after school.

Hot Lunch

The cafeteria provides hot lunches that meet federal nutrition guidelines as well as a la carte items for all students. Online lunch account management is located at https://www.schoolcafe.com/. Families can apply for Free/Reduced Lunch, add funds to lunch accounts, and manage approved purchases for each child using SchoolCafe.

Telephone

Students are allowed to use the office telephone in an emergency. Students may use classroom phones at the teacher's discretion.

Extracurricular Activities

Student extracurricular activities vary year-to-year depending on student interest and the availability of adults and staff to lead the clubs. Parents, let us know if you are interested in sponsoring an activity! Students are eligible to participate in extracurricular activities at other Jefferson County Public Schools provided they meet all eligibility requirements (e.g. GPA requirements). If you live outside the District, please check your district's requirements. Activities that have occurred in the past or are scheduled to occur for the school year include:

- **Student Council —** We offer a MS and HS Student Leadership Program; other student leadership opportunities depend upon student interest. Leadership sponsors student activities including school dances, provides service-learning opportunities, and promotes student relations between the elementary, middle, and high school.
- **Dances —** If a student wants to bring a guest (maximum one per student) to a dance, they must submit a completed Guest Dance form to Administration for approval 48 hours prior to the event and are available at the high school reception desk.
- **Sports —** Over the years, we have offered the following sports: basketball, hockey, golf, martial arts, poms, bicycle club, step team, ultimate Frisbee, RUSH soccer, and girls volleyball,

cross-country team (grades 9-12). All sports are regulated by the Colorado High School Activities Association (CHHASA).

- **Student Representatives on the CAC Board (9-12) —** Students are an integral part of planning, development and implementation of programs at Collegiate. Each year, two elected students serve as student advisors to the Collegiate Board, and act as a liaison between the Board, the Administrators, and the students.
- **Other Activities —** We have at times offered: Cub, Boy and Girl Scouts, Star Craft, chess, art, outdoor adventures, Destination Imagination, technology games, spelling bee, geography bee, scrapbook, ES/MS/HS yearbook, debate, and HS newspaper. Parents are encouraged to help sponsor activities.

Section 7 – School Procedures

Before and After School Supervision

- Collegiate Academy has a responsibility to provide supervision for students inside the building at all times. Consequently:
- Students should not arrive before 7:30am, as no outside supervision is provided. Doors open at 7:30am. Students participating in the Collegiate-approved Before and After School Day Care program may arrive when the day care facility opens each morning. Students should not be dropped off unattended outside of building hours.
- All students should be picked up by 3:15 p.m. unless they are participating in the Before & After Care program or are signed into a teacher's Extended Day. Students that are not picked up by 3:15 p.m. may be charged $10 per half hour for daycare services. Students and parents may be asked to appear before the Collegiate Board regarding consistent violations.
- The HS entrance (east) is staffed until 4:00 p.m Monday-Friday. At that time, the HS entrance will be locked and remaining students will need to exit the building.
- The ES entrance (west) is locked at 4:00 p.m. Monday-Friday.
- Students must be supervised by parent/guardian at all times while on campus after release from carpool. Students may not re-enter the building after dismissal unless accompanied by a parent/guardian for a pre-arranged purpose and through the Elementary Front Desk entrance or the High School Front Desk entrance.
- Students may remain in the building after school with a teacher or involved in an after-school program supervised by an authorized adult.

Communication Methods

Communication with parents and students is an important part of the success of our school and often incorporates technology. Optimally, all families will have access to an email account (many free services such as Gmail (https://accounts.google.com/SignUp) and Outlook (https://outlook.live.com/owa/) are available). We use the following tools to keep our parents informed of events at the school as well as student progress:

- Collegiate blog on our school web site at www.collegiateacademy.net
- Each teacher/grade level has a web site accessed via our website
- Daily access to the "Campus Portal" for attendance, assignments & grades
- Meet your Teacher & Curriculum Nights
- STP teams (student-teacher-parent), including semi-annual conferences and individually scheduled meetings
- Town hall meetings for students (during the day)
- Town hall meetings for parents (in the evening)
- Parent bulletin boards

Student-Teacher-Parent (STP) Conferences

Student-led conferences are held twice a year. Students are included in conferences, since they are part of the STP responsibility team. In addition, a parent may request a conference with the principal or a teacher. Please respect the teacher's need to focus on classroom instruction during school hours and schedule student conferences at another time. Please do not drop in before or after school as this may be the teacher's prep time or someone else's appointment time.

Contacting Students at School

Classes will only be interrupted at the request of a parent/guardian in case of serious emergency as explained on the telephone to a secretary. Reminders of dental appointments, lost car keys, dinner plans, or general poor planning are not reasons to interrupt the instructional day. Please support our educational goals by not asking us to interrupt classes.

Visitor Policy

In order to minimize disruption in the school's programs and activities, the Board believes it is necessary and appropriate to adopt policies and procedures regarding: (i) visits by parents of students enrolled at the school, as well as other interested parties; and (ii) disorderly or unruly conduct by visitors to the school.

Procedure Upon Arrival

- Each parent, volunteer, or visitor is required to sign in and put on a name tag at the reception desk. Your visitor badge must be worn at all times while in the school. You may be required to show ID
- At times, you will be asked to be accompanied by a staff person.
- Parents of Elementary students should use the Elementary Front Desk entrance, and parents of Secondary students should use the High School Front Desk entrance. Use of any other building entrances, including the carpool exit doors, to enter the building is prohibited, both during school hours and also before/after the school day.
- Each parent, volunteer, or visitor will need to sign out at the reception desk where they signed in. Logs assist us in knowing who is in the building in the event of an emergency.
- Parents may not visit any classroom unannounced, as this disrupts instruction for the entire class. Classroom observations or visits with any teacher must be arranged in advance and approved by the administration.

Behavior Guidelines

- Under no circumstances will the school tolerate loud, obnoxious, profane or otherwise disruptive verbal or non-verbal behavior by any parent, volunteer, or visitor either at any on-grounds or off-grounds school function.

- Any parent, volunteer, or visitor who fails to follow Collegiate Academy rules, may at the designated staff's reasonable discretion, be asked to leave. We reserve the right to contact a law enforcement officer for assistance.

Student Visitors

- Prospective students may be permitted to "shadow" a current student selected by Administration, provided they have completed their orientation meeting with an Administrator.
- Other student visitors, including family, friends, relatives, and former graduates/students, are not allowed during the school day unless approved by the Administration; this includes lunch hour visits.

Emergency Procedures

Fire — Students should evacuate the building immediately at the teacher's instruction by routes posted by classroom doors. Students should remain silent at all times.

Tornado — In case of a severe storm warning, students should report to the interior hallways away from windows.

School Closings — In case of severe weather conditions, listen to the radio and TV stations for school closure information. Collegiate Academy follows Jefferson County Public Schools decisions for school closures. Since our families live in a broad geographic area, parents are encouraged to make travel decisions based on weather and safety in their specific area. If school is dismissed early for safety reasons, we will attempt to contact parents using the auto-dialer phone system.

Field Trips

Field trips are scheduled throughout the year to provide learning experiences not readily available in the regular classroom. Parent/guardian permission slips must be signed in advance of each trip. At the discretion of the teachers, students may be left at school for reasons of discipline or failure to complete classroom assignments or activities and their cost for the trip will not be refunded. Since our field trips are an important part of our curriculum enhancement, we encourage everyone to be in attendance. Exemplary behavior is expected at all times! In accordance with state law and District policy, any driver transporting students on a field trip must provide a copy of his/her driver's license and proof of insurance prior to transporting students. A satisfactory CBI background check is also required.

Student Valuables

Students should not bring large amounts of money or valuables (e.g. tablets/phones) to school. Jefferson County Public Schools and Collegiate Academy do not carry insurance covering loss or damage to students' personal property.

Lost and Found

Personal items should be labeled with a last name and phone number in case they are lost. Parents are encouraged to look through Lost and Founds in the Elementary building and the High School student lounge. Throughout the school year, items in the Lost and Found will be donated to charity.

Student Records

Cumulative student records are located in the records department. Parents may request to see their child's records, but need to request to view the file at least 24 hours in advance and view the file in the presence of a school employee.

Posters and Flyers

All posters and flyers should be submitted to a School Secretary for approval by an Administrator. Staff will then hang approved posters and flyers in designated areas.

Fundraising

Any organization that wishes to raise funds for any aspect of Collegiate Academy must first present a proposal to Administration and/or the Foundation who will review the proposal and notify the person requesting the fundraiser of approval or disapproval.

Pets in the Building

For safety and health reasons pets may not be brought into the building unless the animal is part of the Canine Companion Program. Exceptions may be granted, but you need to ask for Administrator approval.

Transportation and Riding Sharing

Collegiate Academy does not provide transportation for students to and from school, and students do not have access to Jefferson County Public Schools transportation services. Transportation to and from school is the responsibility of the parents and/or student. Collegiate Academy can often assist in connecting families in the same neighborhood who would like to carpool.

Asbestos Management

In compliance with federal regulations, Jefferson County Public Schools provide asbestos management plans for schools and other district facilities for public inspection. Parents, employees or interested citizens may review the management plan.

Section 8 – Daily Schedule

Elementary School Schedule (K-6)	
Start Time	*Description*
7:45 a.m.	Start Time
2:55 p.m.	End Time

Middle School Schedule (7-8)			
Start Time	*End Time*	*Period*	*Description*
7:40 a.m.	8:20 a.m.	1	Elective 1
8:26 a.m.	9:06 a.m.	2	Elective 2
9:12 a.m.	9:57 a.m.	3	Core Class
10:03 a.m.	10:48 a.m.	4	Core Class
10:54 a.m.	11:39 a.m.	5	Leadership
11:45 a.m.	12:30 p.m.	6	Specials
12:36 p.m.	1:06 p.m.	7	Lunch
1:12 p.m.	1:22 p.m.	8	Advisement
1:28 p.m.	2:13 p.m.	9	Core Class
2:19 p.m.	3:03 p.m.	10	Core Class
3:15 p.m.	4:00 p.m.	11	Extended Day (non-instructional)

High School Schedule (9-12)			
Start Time	*End Time*	*Period*	*Description*
7:40 a.m.	8:20 a.m.	1	Elective 1
8:26 a.m.	9:06 a.m.	2	Elective 2
9:12 a.m.	9:57 a.m.	3	Core Class
10:03 a.m.	10:48 a.m.	4	Core Class
10:54 a.m.	11:39 a.m.	5	Core Class
11:45 a.m.	12:30 p.m.	6	Core Class
12:36 p.m.	1:06 p.m.	7	Advisement
1:12 p.m.	1:22 p.m.	8	Lunch
1:28 p.m.	2:13 p.m.	9	Core Class
2:19 p.m.	3:03 p.m.	10	Core Class
3:15 p.m.	4:00 p.m.	11	Extended Day (non-instructional)

Section 9 - Preschool

General

Field trips are scheduled throughout the year to provide learning experiences not readily available in the regular classroom. Parent/guardian permission slips must be signed in advance of each trip. At the discretion of the teachers, students may be left at school for reasons of discipline or failure to complete classroom assignments or activities and their cost for the trip will not be refunded. Since our field trips are an important part of our curriculum enhancement, we encourage everyone to be in attendance.

Field Trips

Field trips are scheduled throughout the year to provide learning experiences not readily available in the regular classroom. Parent/guardian permission slips must be signed in advance of each trip. At the discretion of the teachers, students may be left at school for reasons of discipline or failure to complete classroom assignments or activities and their cost for the trip will not be refunded. Since our field trips are an important part of our curriculum enhancement, we encourage everyone to be in attendance.

Christian Becker
Principal, PK-12

Paula Brock
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Josh Rau
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