



Parent & Student Handbook

K-12

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Section I: School Overview

Vision

SkyView Academy is committed to preparing students to be the life-long learners and honorable leaders of tomorrow.

Mission

SkyView Academy offers a research-based, content-rich liberal arts program committed to World language studies and community service. Staff, parents, and students are actively involved in a culture of expectation and support where individuals are respected, valued, and known by the content of their character.

Founding Principles

- To foster a joy of learning and a passion for knowledge in each student by offering a rigorous, research-based, content-rich curriculum that challenges each student to achieve their highest potential.
- To teach children to be more aware and respectful of other cultures, languages, and traditions through an integrated world language program that begins in preschool.
- To encourage children to participate actively in their local community and to help them gain an appreciation and increased sense of compassion for others regardless of ability or circumstance.
- To create independent, well-rounded, and confident students through a program that effectively balances academics, physical education, and general wellness.
- To provide a school culture where students, parents, and educators are welcomed, valued, and actively engaged in the learning process.
- To hire staff members committed to our school's mission and provide opportunities to learn from each other and learn from other educational professionals.
- To provide a student learning environment that increases academic achievement and fosters the development of social skills through effective classroom management strategies and a clear and consistent school-wide discipline policy.
- To recognize that not all students start at the same level, learn in the same way, or master skills at the same pace and provide a variety of teaching strategies and instructional methods that recognize these differences to make learning accessible to every student.
- To increase awareness and support for parental choice in education by creating a community of advocates actively involved in the charter school industry.

Age Level Philosophies

A. Preschool

SkyView Academy's Preschool provides a developmentally appropriate, content-rich Core Knowledge academic program. The program prepares preschool-age children to enter elementary school with a strong foundation of cognitive skills, curiosity, social confidence, and interest in world language. Upon completion of preschool, students will be able to:

- Understand age-appropriate content as outlined by the Core Knowledge curriculum and Colorado State Standards,
- Explore their environment creatively,
- Know and care about their school,
- Celebrate the uniqueness of individuals,

- Demonstrate age-appropriate fine and gross motor skills.

B. Elementary School (K – 5th grade)

SkyView Academy's Elementary School delivers Core Knowledge content aligned with supporting curriculum across disciplines. With an integrated Spanish Language program, character education, and service-learning components, students attain the knowledge, facts, and discipline needed to enter middle school successfully. Upon completion of 5th Grade, elementary students will be able to:

- Begin to think critically.
- Act responsibly by striving to do their best and be their best.
- Explore and hypothesize with creative discipline.
- Respect their peers, teachers, parents, and younger and older individuals.
- Care for the physical world: locally, regionally, and globally.
- Demonstrate an understanding of empathy and appropriately display empathy towards peers, teachers, and the broader SVA community.

C. Middle School (6th – 8th grade)

SkyView Academy's Middle School provides an engaging environment of social acceptance where students learn to use their foundation of Core Knowledge, character education, and Spanish to understand relationships, establish connections, value citizenship, and build intellectual confidence in preparation for the high school years. Upon Completion of 8th Grade, middle school students will be able to:

- Continue to develop the ability to think critically.
- Begin to think logically.
- Write and speak persuasively.
- Perform and behave their best.
- Value perseverance and the joy of learning.
- Demonstrate empathy to the members of the SVA community and the larger local community.

D. High School (9th – 12th grade)

SkyView Academy's High School prepares graduates for success in college and beyond through the use of a classical, liberal arts curriculum that emphasizes core subject areas (math, science, literature, and history) as well as a world language and fine arts. Staff, parents, and students will experience a culture of high expectations and support, emphasizing the importance of strong character and meaningful service to society. Upon graduation, high school students will be able to:

- Communicate clearly in a variety of forms.
- Think critically and solve problems creatively.
- Apply their skills and knowledge to form opinions based on facts, take positions, and share perspectives.
- Value and promote citizenship and global awareness.
- Begin the journey to higher education with a solid foundation to explore the career path of their choice.

SkyView's History

The vision of SkyView Academy began in 2004 when a group of Highlands Ranch parents

came together to create a challenging and meaningful educational program for their children and the community. The founding team comprised many qualified and dedicated parents, teachers, and community members with diverse backgrounds who shared a common educational vision for the school.

The founding team opened its initial program in Parker, CO after a facility acquisition in Highlands Ranch was unsuccessful. Branded North Star Academy, this school opened in August 2006. It currently serves grades K-8.

After starting North Star Academy, the founding team created a new plan with an expanded vision to ensure a successful launch of a Highlands Ranch charter school. This team started down the path they had been down five years earlier – securing financing, acquiring a facility, recruiting students and parent volunteers, and ultimately, renaming the school.

As a result of some very creative strategies, dedication, talent, and an amazing group of parent volunteers armed with lessons learned from their original school in Parker, the founding team successfully secured the necessary financing to acquire a permanent facility. It unveiled SkyView Academy to the community at a Groundbreaking ceremony on February 6, 2010.

Governance

The Board of Directors at SkyView Academy consists of elected and appointed members. The SVA Board governs the school through school-wide policy development, forms advisory committees, and directly oversees the Head of Schools. The Head of the Schools is directly responsible for oversight of the Administrative Team, which includes Principals, Directors, and Managers. The Head of Schools and the Leadership Team manage the day-to-day operations of the school.

Fundraising

SkyView Academy is a large school serving students of all ages. Our families need to know that the school will organize and manage all fundraising efforts so that requests for funds do not demand too much of our parents' time and/or resources. Fundraising at SkyView is targeted toward specific needs and is not a requirement for the operation of core programming.

Volunteer Program & Service Learning

SkyView Academy strives to build a school community of service-minded parents and students. Our community is one where adults model service through the SVA Volunteer Program, and students lead active service-learning projects that foster pride in their abilities to share their strengths with the world.

Volunteer Program = Parents & Family Members

SkyView parents and family members are an incredibly valuable source of school support through volunteerism. Without these contributions from our parents and extended family community, we would be no different from many other schools that are forced to cut valuable programs and personnel due to large bureaucratic funding systems. Families are encouraged to provide volunteer support to the school regularly. Volunteer opportunities

range from activities on campus or in classrooms to tasks that can be completed at home. The hours below are strongly encouraged hours to support the needs of each school level:

- Preschool & Elementary School Families = 40 hours per year
- Middle School Families = 30 hours per year
- High School Families = 20 hours per year

Service Learning & Students

A key piece of SVA's Mission is to provide hands-on opportunities for students to contribute to their school, local area, and/or global communities. The intended outcome of this mission seeks to develop long-lasting partnerships within the community and develop a service-learning mindset within our students. These service projects provide assistance using a variety of efforts and active strategies that do **not** involve donating money. Examples of such projects include opportunities such as cleaning up public areas such as parks, repairing, supporting, caring for others, and sharing talents. Projects will be coordinated across grade levels and scheduled thoughtfully school-wide to ensure manageability. Service-learning projects will be facilitated through leadership classes at the middle school level and StuCO officers at the MS and HS school levels. Parents will likely have multiple opportunities to volunteer to support service teams, clearly illustrating that volunteerism and service-learning programs naturally complement each other.

SVA's Service Learning Program is not considered a curriculum. Students will not receive a grade for service projects. Collaborative work among grade-level and department teams will result in project options and resources. The SVA School Leadership Team will determine the service projects for the year and provide information regarding the projects to the SVA community. This list of approved options may include organizations that provide services to the larger community, i.e., homeless shelters and assisted living facilities. The organizations selected may be managed by a secular or non-secular entity. The fact that such organizations are permitted as approved options for teacher-led service projects shall not constitute an expression of SkyView support for such entities or support for the views expressed by the entities. Organizations shall not access the students, staff, or parent community of SkyView Academy to promote or publicize their secular or non-secular philosophies or practices.

SkyView Academy's Service Learning Program Policy can be found on the school website under policies or at the end of this handbook in Appendix B.

Section II: School Operations

School Office Hours

SkyView Academy Office hours are from 8:00 a.m. to 4:00 p.m. The office is closed on all holidays listed on the school calendar and during weather-related school closures as determined by SkyView and/or the Douglas County School District.

Contact Information

- Main Line: 303.471.VIEW (8439)
- [Staff Directory](#)

School Hours

Preschool/Elementary school hours are from 8:20 a.m. to 3:35 p.m.
Middle and High School hours are from 8:00 a.m. to 3:15 p.m.

Preschool/Elementary students should not arrive on the school grounds before 8:00 am.
Middle/High School students should not arrive on the school grounds before 7:40 a.m.
Students not otherwise participating in athletics, clubs, or supervised study hall must be off-campus by 4:00 p.m. **The school cannot assume responsibility for students on campus before or after their designated time.**

School Holidays and Breaks

[SkyView Academy Calendar](#)

New Year's Day
Martin Luther King, Jr. Day
President's Day
Spring Break
Memorial Day
Labor Day
Fall Break (as scheduled)
Thanksgiving
Winter Break

Weather-Related and Independent Emergency School Closures

SVA aligns all school closures with the Douglas County School District (DCSD). However, SVA also reserves the right to cancel or delay school independently due to an emergency. The Head of Schools and School Leadership team work collaboratively to make that decision. Communication will be sent to the SkyView community via School Messenger as soon as possible, and the SVA Website

SVA resides in the Highlands Ranch Feeder Area for DCSD announced school closures. The district website provides information on closures and delays. Broadcasts are usually made by 6:00 a.m. and periodically thereafter until 9:00 a.m.

Listen to local radio/TV stations or check the Douglas County School District Website for news of closings. SVA will also note closures on our website, Facebook page, 9news,

and Denver Channel 7. ALL SCHOOL-SPONSORED ACTIVITIES ARE CANCELED when SVA and/or DCSD schools are closed, including AM/PM BASE programming.

Weather-Related School Delay

SVA will follow school late-start or storm delays in conjunction with the DCSD. In case of a delay, each school will be delayed by 90 minutes.

AM BASE will begin at 8:30 AM.

Preschool/Elementary delayed start time is 9:50 AM.

Middle/High School delayed start time is 9:30 AM.

All before-school extra-curricular activities will be canceled.

Broadcasts are usually made by 6:00 AM and periodically thereafter until 9:00 AM.

Listen to the radio/TV stations listed above for news delays. SVA will also note closures on our website, Social Media Platforms, 9news, and Denver Channel 7.

Weather-Related School Dismissal

The SVA Leadership team utilizes Weather Bug and other national weather service applications to determine the distance of lightning strikes before dismissal. When lightning exists within 10 miles or less of our building, or adverse weather conditions exist, the SVA Leadership team will implement inclement weather dismissal protocols. If an inclement weather dismissal is called, a member of the SVA Leadership team will notify families via text message, phone call, email, and/or the school marquee using the DCSD School Messenger. If an inclement weather dismissal occurs, parents must park and walk inside to pick up their child(ren).

Arrival & Departure Expectations

Elementary:

Students are expected to arrive on school grounds **no** earlier than 8:00 a.m. Students are expected to go directly home after dismissal unless enrolled in the SVA After Care program or other school-sponsored activities.

Parents who drop students off before 8:00 a.m. or leave them on campus after 4:00 p.m. are charged a \$3.00 per minute fine. Fines will be charged to each student's MySchool Bucks account.

Once students have arrived on the school grounds, they cannot leave during the school day without a parent, guardian, or designee signing the student out in the office.

Elementary School students who are siblings of middle/high school students can be dropped off between 7:40 a.m. and 8:00 a.m. at the north entrance with their middle/high school siblings. Staff and faculty supervise the siblings of middle and high school students in the middle/high school cafeteria until 8:00 a.m. At 8:00 AM, supervising staff and faculty will escort students to their classrooms. Siblings cannot be dropped off earlier than 7:40 a.m. (see fees).

Upon dismissal, students will exit their rooms and go toward the appropriate exit.

For the safety of all and efficient operation of the carline, parents cannot park and walk into the east lobby to pick up students after 3:00 p.m.

Per state licensing requirements, an authorized person must sign out preschool students.

Middle/High School:

Students are expected to arrive on school grounds no earlier than 7:40 a.m. and are asked to go directly home after dismissal unless in a school-sponsored activity.

Dismissal is at 3:15 PM. Students not otherwise participating in athletics, clubs, or supervised study hall must be off-campus by 3:30 PM. Middle and high school students with preschool or elementary siblings must be off campus by 4 PM. The school cannot assume responsibility for students not directly supervised after 3:30 p.m., even if they wait for a younger sibling to be dismissed from the elementary school. Students with younger siblings will be required to exit the MS/HS part of the building at dismissal time. They need to proceed outside and around the building to the east entrance. There, they can wait for the dismissal of their elementary school siblings.

Closed Campus:

For students in Preschool through 10th grade, SkyView Academy is a closed campus. A closed campus means that once students arrive, they remain on school grounds at all times. Students in this age group are not allowed to leave during the school day for lunch or any other reason without written permission from parents/guardians or school leadership. Students who leave school grounds without approval shall be classified as truant and subject to disciplinary action. Late Arrival/Early Dismissal forms **do not** allow a student to leave during any other time of the school day except for the specified reason recorded on the late arrival or early dismissal pass.

Upper Classmen Off-Campus Privileges:

Students in grades 11 and 12 may be granted open-campus privileges if they meet the academic and behavioral requirements necessary for this privilege. Students granted open campus privileges must meet the following criteria:

- Signed permission from their parent or guardian on file.
- They may not have more than 1 F in their classes.
- They may not have more than 2 Ds in their classes.
- They may not have five or more missing assignments.
- They may not have three or more UNX tardies.
- Approval from the Upper School Principal or HS Deans.
- Behavior needs to be positive and in keeping with SVA rules and policies.

Eligibility for Off-Campus privileges is determined weekly through eligibility reporting in Infinite Campus. Students must sign out in the Middle School Office by scanning the Off-Campus QR code and completing the linked form. Students sign back into the campus by scanning the On-Campus Return QR Code and completing the linked form. Students who choose to ignore the Off-Campus protocols will lose this opportunity for a length of time, as determined by SVA Upper School Leadership.

Late Arrival/Early Dismissal

Elementary:

Cars arriving for student pick up between 3:55 - 4:00 pm will be directed to park and walk up to the grade level lines at the flag pole. Parents will then retrieve their students from the line. When students are picked up after 4:00 p.m., parents must park and come into the East Lobby office and sign out the student. Any student picked up after 4:00 p.m. will be assessed a \$3.00 childcare fee per student per minute.

Parents can permit their upper school students to be responsible for lower school students if the parents/guardians cannot pick students up before 4:00 pm. [Upper School Student ES Sibling Authorization Form](#). Parents will not be fined \$3.00 per minute if they complete this form. Students must abide by the rules outlined in the form, or permission can be revoked, and parents will be fined.

If the school has not been notified by 4:00 p.m. that the parent or guardian is en route, or if the parent or guardian routinely does not pick the student up before 4:00 p.m., the school may notify the Douglas County Sheriff's Department and/or Child Protective Services.

Students not otherwise participating in clubs or other school-sponsored supervised activities must be off-campus after 4:00 p.m. Children cannot wait outside the building (i.e., turf fields, parking lot, sidewalks) after 4:00 p.m. Children found outside will be brought into the building, parents will be notified, and a \$3.00 per minute late fee will be assessed.

After-care students remaining after 6:00 p.m. will be assessed a per-student charge of \$3.00 per minute.

Middle/High School:

Juniors and Seniors may arrive late and/or leave early on days when their schedule has an open block at the beginning or end of the day. Any Junior or Senior without further academic obligation can sign out at the East Main entrance and leave school after their last class.

****Note – Academic obligations include but are not limited to meeting a teacher, tutoring, being tutored, club activities, or attending meetings. In order for a student to be allowed this privilege, they and their parents must complete and return a Late Arrival/Early Dismissal Permission Form to have on file in the MS/HS School Office. When students are picked up after 4:00 p.m., parents must come into the East Lobby office and sign out the student.**

All students must sign out at the East Main entrance to verify their arrival/departure. Any student who leaves campus without signing out is considered truant. If the school has not been notified by 4:00 p.m. that the parent or guardian is en route, the school may notify the Douglas County Sheriff's Department. Students not otherwise participating in clubs, in other school-sponsored supervised activities, or who do not have preschool or elementary siblings must be off-campus after 3:30 p.m.

Rideshare

SkyView Academy prohibits the use of ridesharing services, including but not limited to Uber, Lyft, Shuddle, for any student. An authorized person or family member must pick students up. HopSkipDrive is allowed if the school receives advanced notice from the state, district, or

parent.

Student Drivers

All students and parents must review the [Student Parking Policy](#) before purchasing a student parking pass. Failure to review the policy does not absolve accountability for adherence to the rules set within the policy.

Students with a valid driver's license may purchase SVA parking passes. Seniors can pay a one-time fee to purchase a preassigned parking spot. Seniors are invited to decorate their spots to celebrate their unique individuality. Parking spots decorated by seniors will align with the vision and mission of SkyView Academy and comply with the SVA and DCSD Code of Conduct. A student who chooses to decorate their spot outside these parameters will be allowed to modify their spot accordingly. Students who do not comply with these guidelines will lose their parking privileges.

Parking privileges may be revoked at any time by a member of the SVA Leadership Team or SVA SRO for any of the following reasons:

- Leaving campus without permission during school hours,
- Parking in undesignated student or faculty areas,
- Vandalism to other vehicles on the property,
- Other behavior deemed a violation of the school rules, policies, and codes of conduct.

SkyView Academy is not responsible for any loss, damages, or theft to a student's automobile while parked on school property. Students park on school property at their own risk. Students who park on campus acknowledge that their vehicles are subject to search by Administration should reasonable suspicion exist that the vehicle's contents threaten human safety.

Lockers

Lockers are assigned to middle and high school students for both academic and athletic usage. Violation of these rules may result in a fine and/or the loss of the privilege of having a locker:

- Students must supply their own sturdy combination lock, and all students are strongly encouraged to secure their locker. No keyed locks are allowed.
- The school assumes NO responsibility for loss or damage to personal or school items in an unlocked or locked locker. Please do not expect school personnel to investigate lost or stolen items from unlocked lockers.
- Only students officially assigned to a locker have the right to use the locker. Students may NOT switch lockers without prior approval of administration.
- Valuables must NOT be kept in lockers.
- Students should keep only items necessary for school in lockers (i.e. textbooks, school supplies, sports equipment).
- The storage of food and drink in the locker is not allowed; however, students may store contained lunches and drinks. Food items are to be removed by the end of each school day.
- Students are solely responsible for the contents of their lockers and should

not share their lockers with other students nor divulge locker combinations to other students.

- Lockers must be in the same condition at the end of the school year as they were at the beginning of the school year. Students are not to write on, place stickers on, or vandalize lockers in any manner. Students guilty of such infractions will be assessed a repair charge of \$25 per hour of labor for any damages that they cause to the locker or be assigned to custodial duty to repair or clean locker.
- Students may not use lockers without permission during class time.
- Being tardy to class, due to going to a locker, is not acceptable.
- If students are having problems with lockers, they are to report this information immediately to the Middle/High School office.
- A locker may be opened for inspection when the school administration believes it may contain prohibited items. Also, locker checks may be conducted as determined by the administration in order to dispose of waste materials, recover missing books, and other school property, or for ANY reasons deemed appropriate by the building administration.

Communication

SkyView Academy must follow a clear communication plan to ensure that families are well-informed and can easily access information. Below is a list of how the school will communicate with parents, including staff expectations where applicable.

- **Thursday Wire** – Brief announcements and action items for parents.
- **ES Thursday Folders** – Student work, forms, and flyers (Grades PK-5).
- **Teacher Weekly Emails, Google Classroom Announcements, or HS Canvas Announcements** – Classroom/Subject-specific events, projects, and/or news.
- **Infinite Campus** – Access to student grades and assignments through the Parent Portal.
- **Social Media** – Real-time updates, celebrations, and announcements. The administration will manage SkyView's official Facebook page. If you would like to post something on SVA's Facebook page, please contact your Principal.

The SVA Communication Team provides parents and guardians with directions on how to access and receive all SVA communications. Parents who elect to opt out of communication via school messenger will not receive any SVA communication sent via that platform. This includes but is not limited to the following communications: the Thursday Wire, Emergency Communication, Weather Related Information, etc. The SVA Leadership team will manage Calendars School calendars. The SVA staff will submit calendar requests via the Proposed Calendar of Events for the following year each spring. The requests will be submitted to the SVA Leadership team and scheduled on the SVA Public calendar. Recognizing the unique design of a PreK-12th grade school, the SVA Leadership team will work to avoid scheduling events that conflict with events between schools. However, it is important to recognize that this may be unavoidable from time to time. Below is a list of calendars created for specific purposes:

[Approved Academic Calendar](#) = Educational Activities

- Assessment Windows, Parent Meetings, Conferences, Assemblies, Performances, Service Learning Projects, Core Knowledge Events, Field Trips
- Volunteer Program, Social Events, Fundraising, Teacher Appreciation

[Athletics Calendar](#) = Athletic Activities

- Games, Practices, Tournaments

Keeping parents informed of the happenings at SVA is a priority. The most effective method of obtaining information is on our [SVA website](#) and through emails sent from the school.

Attendance

Please call the SVA Attendance line or use the attendance email to report attendance issues within 24 hours. This includes absences, late arrivals, and early dismissals.

[Attendance Notification Form](#) or call 303-471-8439.

Regular attendance is considered critical for a good education at SVA. Excessive absences from class frustrate the efforts of teachers as well as add stress to students to keep up with missing work. Students are expected to attend all classes, and as a reminder, SVA maintains a closed campus.

Absences are defined as excused or unexcused. The following reasons for an Excused Absence will be considered:

- Illness
- Medical appointments that cannot be scheduled outside school time.
- Family Emergencies or Funerals

If your student is absent or tardy for one of the above reasons or will need an early dismissal, we ask that you please notify the school using the [Attendance Notification Form](#) as soon as possible. This will eliminate a call to you at home or work.

Work Completion Due to Absence: The student will have two (2) days to complete school and homework for each day of the absence. Students will be given full credit if they complete all work in the allotted time. If a student needs to leave during the day, a parent/guardian must call or email the office. All work will follow the due date outlined in class unless the early dismissal is due to illness.

Protocol Specific to Middle and High School Students: Any work **assigned prior to the absence** and **due** on the day(s) the student was absent must be submitted on the first day of the student's return to that specific class.

[Elementary Attendance Policy](#)

Elementary Students must be signed out by a parent/guardian or approved emergency contact at the main desk when leaving during the school day.

For the safety of all and efficient operation of the carline, parents cannot park and walk into the east lobby to pick up students after 3:00 p.m.

Middle/High School Attendance Policy

Students may not leave a classroom without notification from the office that the parent/guardian has contacted the school first via the early leave form or an email to the Attendance Office. The students will then sign themselves out at the East Main Entrance and wait for their parent/guardian to arrive or drive themselves. Students who leave for health reasons must visit the MS/HS Health Office before leaving campus. The absence will be marked unexcused if the Health Office did not contact the parents/guardians. The absence can be updated to excused if the school receives a Doctor's Note on official office letterhead within 5 days of the absence.

Additional High School CDE Graduation Attendance Requirements

In compliance with CDE High School Graduation Requirements for contact minutes and academic achievement, our high school students must also meet additional attendance requirements. These requirements are outlined in the HS Attendance Policy linked [HERE](#).

Excessive Absences

[Colorado Compulsory Attendance Law](#) states that every child who has attained the age of six years on or before August 1st of each year and is under the age of seventeen must attend public school with such exceptions as provided by law. It is the parent's responsibility to ensure attendance. Be aware that ALL absences (excused or unexcused) count against a student concerning the Compulsory Attendance Law. Absences that do not count against a student are Illness (verified by a doctor's note within 5 days of the absence), Bereavement, Court Appearances (verified by court documents), and all school-sponsored events and/or activities that require a student to miss school.

Extended Student Absences

An [Extended Absence Form](#) should be filled out, signed by the parent/guardian, and submitted for approval for any consecutive absence of three (3) days or more. The Extended Absence Form must be submitted to the appropriate Principal for approval AT LEAST TWO WEEKS IN ADVANCE. If the absence is NOT APPROVED by the Principal, then the absence is counted as unexcused.

Because SVA emphasizes classroom instruction within the context of a sequential and challenging curriculum, regular attendance is a necessary component for success.

Although the student can make up the assignments, the benefit of a knowledgeable teacher leading a class discussion cannot be replaced.

While we understand and appreciate a family's desire to maintain work during the absence, teachers cannot provide work in advance. Instruction is fluid. While teachers can project where they intend to be in their lesson plans, they cannot predict student understanding of each lesson. Therefore, providing work in advance often results in assignments that do not align with what occurred in class. Any student absent for ten consecutive school days or ten days total in one school year for any reason other than a documented medical reason or pre-approved family trip may be considered truant per Colorado law. In these instances, SVA will meet with the parents to consider whether or not SVA is the best choice for that student. Assessments are an important part of tracking the growth of SVA students. With this in mind, absences should not overlap standardized testing times as listed on the Academic Calendar.

Tardies

Punctuality is one of the self-disciplines that students are expected to learn. Tardies are disruptive to the learning environment of others. Tardiness is a failure to appear in class on time and is considered a form of absence. Any student not in class on time is considered tardy.

Excused/Unexcused Tardies:

Students who arrive late will be marked as “tardy” unless they have come directly from a doctor or court appearance and produce a note on office letterhead verifying their appointment.

Elementary:

Attendance is taken promptly at 8:20 a.m. Students are expected to be in their seats and ready to learn at that time.

A tardy is considered excused if the student is at an appointment and the parent informs the office of the appointment. Parents are encouraged to inform the office in advance of scheduled appointments.

A parent must sign in students arriving after 8:30 a.m.

Students who accumulate five (5) unexcused tardies or more in any month may receive additional consequences.

Checking In:

Parent/Guardian/Emergency Contact **MUST** come into the school and sign in their elementary student at the front desk after 8:30 am.

Checking Out:

Parent/Guardian/Emergency Contact **MUST** enter the school and sign out their elementary student at the front desk. Please be aware that you may wait longer than expected while the office locates your student.

Middle/High School:

Students who are late to school must sign in at the Attendance Office and obtain a late slip to attend class. Every effort will be made to notify the parents if a student is not in class and does not have an excused absence. Students who are excessively late to school or class (defined as three tardies per month) will have consequences as determined by the school Principal. Medical and dental appointments require a note from the provider to excuse the tardy. Habitual tardiness to either school or class will require parents to work with the Principal to develop a plan and may translate to absences from school.

Checking In:

Students arriving at school after the school day has begun must check in through the East Main entrance for a hall pass before reporting to class.

Checking Out:

Students will not be dismissed unless parent contact has been made via an early dismissal form. If you come inside the school to check out your student without prior notice, please be aware that you may wait longer than expected while the office locates your student.

Health & Medications

The school clinic is staffed by office personnel working with a contracted nurse consultant. They have been delegated to give medications and comply with the delegatory clause of the Colorado Nurse Practice Act. The Colorado Board of Health Regulations can be viewed through this link:

[Colorado Board of Health Regulations](#)

Before/After School Activities (not BASE)

SVA has delegated staff who may administer medication during regular school hours. Delegated staff may not be available outside of SVA's regular hours. Therefore, medication will not be given during extra-curricular activities. In an emergency, 911 will be called, and parents will be financially responsible. A parent may request that a structured plan be considered for their child in collaboration with the school administration, school nurse consultant, and the student's medical provider.

External clubs that are owned and operated by third-party organizations are fully responsible for the health and medical needs of students after school. Parents must be aware that SkyView health clinic staff are not present after school hours and, therefore, cannot provide delegated assistance with medications or medical emergencies that may occur during club meetings. Parents are responsible for reviewing the various medical safety policies of each third-party organization operating clubs at SkyView Academy to make the best decision or the safety of their child.

Notification of Health Conditions

If your child has a health condition and you choose not to share that information with the school, or you choose not to provide daily or emergency medication and applicable permission forms if needed or prescribed, the undersigned parent(s) or guardian(s) hereby agree to release the school and its personnel from any and all claim(s), which they now have or may hereafter have to arise regarding the consequences of this choice, and are aware that 911 may be called in an emergency.

Food Allergy

While SVA recognizes that students may have severe food allergies, we are not an allergy catalyst-free facility. We are considered an "allergy-aware" school.

Illness

Many infectious diseases are contagious before the symptoms appear and afterward. For this reason, parents should keep their students home whenever they appear ill, even with a common cold. Parents are urged to consult a medical provider for professional advice and follow the [How Sick is Too Sick guidelines](#). SkyView follows the [Guidelines for Child Care Providers and Health Consultants, School Nurses, and Other Personnel](#).

Students will be sent home if they exhibit any of the following:

- Undiagnosed skin eruptions/rashes,

- Nausea/vomiting/diarrhea,
- Severe abdominal pain,
- Fever of 100.4 degrees or higher,
- Disruptive, persistent cough,
- Loss of taste and/or smell.

They may also be sent home if they have:

- Decreased activity – droopy, tired appearance,
- Irritable behavior,
- Sore throat / swollen glands,
- Runny nose/cough,
- Eye drainage (excessive drainage and significant discomfort).

Students may not return to school until they are:

- Fever-free for 24 hours without fever-reducing medication
- Vomiting and/or diarrhea has ceased for at least 24 hours.

Students can return to school after 24 hours on medication for the following reason:

- Infected skin rash

Students can return to school after 12 hours on medication for the following reasons:

- Strep throat

Stock Epinephrine

SkyView Academy has epinephrine available to select staff to address and treat severe allergic reactions (anaphylaxis emergencies). Individuals who administer epinephrine auto-injector medication follow standing orders and protocol ([Stocking Non-Specific Epinephrine Auto-injectors In Colorado Schools](#)), including training, and are covered under the Good Samaritan Act.

The training includes a CDE (Colorado Department of Education) approved curriculum. Standing orders will be signed annually by a provider who has prescriptive authority.

Stock epinephrine is not intended to replace emergency anaphylaxis medication for students with a known severe allergy. Parents must notify the school of any known severe allergies and supply emergency medication with orders from their child's healthcare provider.

If stock epinephrine is administered, 911 will be called, and parents/guardians will be notified as soon as possible.

SkyView Academy follows all Douglas County School District (DCSD) policies unless otherwise stated. DCSD policies can be found at [dcsdk12.org](https://www.dcsdk12.org).

Emergency Contacts & Notification Procedures

At all times throughout the year, SVA must have current emergency contact information

for your child(ren). Parents are asked to keep this information updated with changes in place of employment, emergency numbers, or contact telephone numbers. Changes can be made to the Parent Portal.

SVA will make every effort to ensure employees and parents are well-informed of all emergency procedures. In an emergency, SVA will communicate with parents in all 4 of these ways:

- Website Home Page
- Automated Emails
- Automated Phone Calls
- Automated Text Messages

Immunization Law

Colorado State Immunization Law requires all students to submit (on an approved form) a Certificate of Immunization or Exemption to attend school. The immunization requirements depend on the age of the child. If immunizations are not up-to-date, families will be granted 14 days to provide appropriate documentation, or exclusion will occur. Statement of Exemption is allowed for medical, religious, and personal reasons when properly documented and signed.

Head Injury

SVA follows district policy regarding head injuries and concussions. You can find a link to basic information [here](#). More information regarding return to school and return to play can be found on the CDC website linked [here](#). Per district protocol and support, SVA may follow stricter guidelines for both Return to School and Return to Play protocols to ensure the complete healing of all concussions. When a concussion involves an SVA athlete, final Return to Play clearance will be authorized by SVA's Athletic Trainer.

Parents will notify the health assistant of any serious head injuries that occur outside school hours. The notice of head injury must accompany a medical provider's signature, diagnosis, and plan.

K- 5 Medications

There are state regulations for medications, including over the counter medications and supplements, at school.

Prescription and over-the-counter (OTC) medication, including inhalers, will be administered at school only with a completed Medication Release Form. The form needs to be signed by a parent/guardian and a medical provider who is authorized to write prescriptions and needs to be updated at least annually. Medication must be in its original container. A prescription must have a current prescription label with the child's name and pertinent information if it is a prescription.

Students with allergies, asthma, or medical conditions that require specific treatment (i.e., Epinephrine, rescue inhaler, insulin) must have a Health Care Plan signed by both a parent and a medical provider that can write prescriptions (prescriptive authority). Forms can be obtained at the Elementary School Office.

Alternative Medications, such as but not limited to essential oils and medical marijuana, are not allowed on campus and will not be administered by SkyView staff and/or contract nurses. The school nurse and/or school staff may contact you with questions regarding your student.

Medications - Middle School (6-8)

There are state regulations for medications, including over the counter medications and supplements, at school. Sixth, seventh, and eighth-grade students may assume responsibility for bringing to school and administering their medication. They can carry a one-day supply and must have the self-administration "permission to carry medication" form on file in the school office (medical provider, guardian, student, and school nurse signs). The medication shall be kept in the original container with the prescription label if a prescription. (6.04, Board of Education Rules). Controlled substances, including but not limited to medical marijuana, shall not be permitted to be in possession by the student on school grounds, on a school bus, or at any school-sponsored event. (6.04, Board of Health Rules). Students using poor judgment in carrying and taking their medication will have such medication confiscated by school personnel, and parents or guardians will be notified.

Alternative Medications, such as but not limited to essential oils and medical marijuana, are not allowed on campus and will not be administered by SkyView staff and/or contract nurses.

The school nurse and/or staff may contact you with questions about your student.

Emergency Medications - Middle School (6-8)

Students who have emergency medication (i.e., Epinephrine, Inhaler, Insulin, Glucagon, etc.) should have a Health Care Plan completed and signed by a parent/guardian and a medical provider with prescriptive authority. The Self-Carry Permission Form must also be completed if the student is self-carrying.

It is recommended that backup medication and the appropriate permission forms are kept in the health office or emergency medications. (6.03, Board of Health Rules). Controlled substances, including medical marijuana, shall not be permitted to be in possession by the student on school grounds, on a school bus, or at any school-sponsored event. (6.04, Board of Health Rules).

Other medical forms and permission may be needed for field trips, Outdoor Education, and sports. Please follow the instructions given for these events.

Medications - High School (9-12)

There are state regulations for medications, including over the counter medications and supplements, at school.

High school students may assume the responsibility of bringing to school and administering their medication, provided they carry only enough for one day. The medication shall be kept in the original container with the prescription label if a prescription. (6.04, Board of

Education Rules). Students who appear to be using poor judgment in carrying and taking their medication will have such medication confiscated by school personnel, and parents or guardians will be notified.

It is recommended that backup medication and the appropriate permission forms are kept in the health office for emergency medications. (6.03, Board of Health Rules). Controlled substances, including but not limited to medical marijuana, shall not be permitted to be in possession by the student on school grounds, on a school bus, or at any school-sponsored event. (6.04, Board of Health Rules).

Other medical forms and permission may be needed for field trips, Outdoor Education, and sports. Please follow the instructions given for these events.

Alternative Medications, such as but not limited to essential oils and medical marijuana, are not allowed on campus and will not be administered by SkyView staff and/or contract nurses.

The school nurse and/or staff may contact you with questions about your student.

Over-the-counter (OTC) Medications

Middle/High School students may carry over-the-counter (OTC) medications such as acetaminophen, cold preparations, or vitamins. However, they will only be permitted to carry a one-day supply as per the above policy. Permission to carry from is not required for these products. Students who self-care OTC medications are not permitted to provide this medication to another student. Students who provide OTC to their peers will be subject to disciplinary action according to the SVA Student Discipline policy located in this handbook and the DCSD Student Code of Conduct.

Emergency Contacts & Notification Procedures

At all times throughout the year, SVA must have current emergency contact information for your child(ren). Parents are asked to keep this information updated with the most current information at all times. The SVA Leadership team strongly encourages a monthly review of your Infinite Campus Parent Portal to ensure your information is up to date. Any changes in place of employment, emergency numbers, or contact telephone numbers need to be updated by a parent or guardian with authorized access to the family's Infinite Campus Account.

SVA will make every effort to ensure that employees and parents are well-informed of all emergency procedures. In an emergency, SVA will communicate with parents in all 4 of these ways:

- Website Home Page
- Automated Emails
- Automated Phone Calls
- Automated Text Messages (unless a parent has opted out of text messaging)

Field Trips

SVA recognizes the great potential for learning outside the school premises. Field trips will

supplement the regular educational program and have definite learning objectives supporting SVA and Colorado State academic standards. Field trips represent an extension of in-school responsibility. An appropriate number of teachers will fully supervise them. Parents and/or staff may also be enlisted to supervise and assist. If a parent elects not to have their child participate in a field trip, alternative assignments or supervision will not be provided, and the student is expected to stay at home.

Elementary and Middle School students must wear their SVA uniform when on field trips unless SVA Leadership grants prior approval for alternative attire. Students not in the appropriate attire will not be allowed to participate in the field trip.

School buses or chartered buses will provide transportation to and from the field trip. However, parents may sign out their children for the return trip to school.

SVA Field Trip Chaperone Selection and Responsibilities

Each field trip varies regarding the student/chaperone ratio based on the student's grade level and the venue. Our number one priority is student safety; therefore, a ratio variation is necessary.

Chaperone Selection

The number of chaperones will vary, as indicated, based on grade level and venue for each trip. If we have more volunteers than is needed by the deadline established by the teacher, the grade level team will hold a randomized drawing. The classroom teacher will notify those whose names were drawn to inform them that they will join the class for the field trip as a chaperone. Individuals who serve as chaperones on traveling trips such as Washington, D.C., or trips abroad must meet the minimum age requirement of 25 years of age. Additionally, they must pay for and pass a CBI background check ordered by the school. Please review the chaperone responsibilities below before committing to volunteer:

Chaperone Responsibilities

- Chaperones will be required to check into the front desk with proper identification before the field trip.
- Chaperones will be required to provide payment to the teacher by the requested due date. This will pay for the entrance fee to the venue.
- Chaperones will be required to ride the bus
- Chaperones will be required to supervise and monitor their group of students.
- Chaperones are not allowed to bring other children on the field trip.
- Chaperones are not allowed to deviate from the plan or schedule provided by the teacher.
- Chaperones may not buy items (food, toys, etc.) for students.
- Chaperones will limit electronic devices such as cell phones to ensure proper attention to the students in their care.

Other parents are welcome to join their child's class on any field trip but must make their own arrangements for venue fees, transportation, etc. If a parent decides to attend the field trip, they must provide communication in written form to the classroom teacher at least 48 hours

before the trip.

Cell Phones and Electronic Devices

Cell phones, Smart Watches, or other electronic devices are permitted **at** school for Middle and High School students **only** but **will not be seen or heard during class**. Middle school teachers will collect any cell phones brought to class and store them in a cell phone caddy for the duration of the class period. Students will be able to collect their phones at the end of class. Any students who elect to keep their phone on their person during class will follow the consequence chart provided below. Additionally, middle school students will not be on their phones during lunch. **Any misuse** of cell phones during the school day will result in redirection and follow the consequences listed below. Individuals who require access to cell phones for medical monitoring or IEP services will turn in their cell phones to the phone caddy at the start of class until they have need of the device for their medical or learning needs.

First Offense: The phone or electronic device will be held until the conclusion of class or lunch.

Second Offense: The phone or electronic device will be held until the conclusion of the day.

Third Offense: The phone or electronic device will be held until the parent or guardian can collect the phone from administration.

Fourth Offense: The student will not be allowed to have a phone on their person for a period determined by administration.

Misuse of social media **in or out** of school by any student of any age that impacts another student's ability to access their learning or meets the criteria of cyber bullying will be addressed. Consequences for such actions include but are not limited to the suspension process outlined in the SVA Parent/Student Handbook and the DCSD Student Code of Conduct. Sometimes, cell phone and social media misuse rise to criminal activity and will be referred to the Douglas County School Resource Officer (SRO).

The use of cell phones and electronic devices, including **but not limited to** GPS tracking watches, **will not be worn or used by elementary students**. Disruptions to the learning environment due to outside communication via such a device will result in the collection of the device. The device will be turned into administration. Parents or guardians will be able to pick up the device at the end of the school day.

Other electronic devices should not be brought to school. If electronic devices of any kind disrupt class, the item will be confiscated by staff and returned to parents later. SVA cannot be responsible for the care and protection of any electronic devices brought to school by students.

Electronic devices such as hand-held gaming devices, iPods, walkie-talkies, cell phones, smart watches, etc., disturb the learning environment. These items will be confiscated and turned in to the school office. Any unclaimed electronic devices will be donated to charity at the end of each semester. The school is not liable for the loss or damage of any electronic device, cell phone, or otherwise.

Lost & Found

SVA maintains a lost and found bin at both the east and north entrances of the school. SVA recommends that students check it periodically for lost clothing or belongings. The students hold responsibility for securing their belongings. SVA maintains student clothing and other items until the end of each month. If a name is written somewhere on the article of clothing, SVA makes every effort to return it to the student. SVA donates all unclaimed clothing to charitable agencies. To help prevent lost items, please label your child's belongings.

Lunch Service

Students may bring a packed lunch from home or purchase a meal through the DCSD Nutrition Services vendor. School lunch payments are managed through My School Bucks. It is important to note that deposits into your child(ren)'s lunch account can take up to 48 hours to post to an account. Students may pay cash at any time. Families that qualify for Federal assistance through the National School Lunch Program must apply through the school registration process before each school year.

Lunches dropped off during the school day will be placed on the drop-off table and will not be delivered to students. Students are responsible for retrieving their lunch from the drop-off table. For safety reasons, delivery of food from an outside vendor is not allowed.

Classroom Parties - Preschool and Elementary Only

Classroom Parties are limited to two (2) occasions during the school year. SVA Preschool and Elementary celebrate the first party on the last day before winter break. SVA Preschool and Elementary celebrates the second party on Valentine's Day. Teachers will request Room Parents to organize, fund, and plan the parties. No individual birthday parties are held at school. To ensure the health and safety of all students, birthday treats and refreshments are not to be sent to school for an individual child's birthday. Additionally, invitations will not be distributed within classrooms for individual parties.

Supplies

The school provides many of the materials students need for their schoolwork. However, students must also furnish some of their supplies. Secondary teachers will give specific supply requests to students at the beginning of the school year. Teachers will have additional course-specific materials on their syllabi.

High school students will be provided a basic school supply list before the beginning of the school year, understanding that course-specific supplies may need to be purchased after the first day of school.

Fees & Fines

Student Fees

SkyView will collect registration fees annually for the upcoming school year at the time of registration, which can fall anytime from January to August. Failure to pay required fees can result in lost access to grade reports, transcripts, athletics, and/or field trips. Families who qualify for assistance through the Douglas County School District Economic Survey and the National School Lunch Program may be able to access scholarship funds for

some or all required student registration fees through the SkyView Foundation Scholarship Fund. Information on the Scholarship Fund can be found on the school website.

The following is a list of fee categories:

- Operational (PK-12) - Technology & Consumables
- Course (6-12) - Labs & Electives
- Athletic (6-12) - Uniforms, Staff & Equipment

Elementary Field Trip Fees are included in the annual fees. Middle/High School field trip fees will be included in MySchoolBucks for each field trip taken. Any student without a completed permission form and a fee paid in full will not be allowed to attend the field trip. SVA uses online payment systems and does not accept cash or checks. Student Fees are reviewed and approved by the Governing Board of Directors annually.

Sports Fees

Participation in both MS and HS sports requires a fee. Fees vary by sport depending on competition fees, off-site facility use, competition entry fees, hired officials, etc. Fees for MS and HS sports are due upon registration for that particular sport. Additional fees may apply per sport. The student may not practice until the fee is paid. All fees are paid online.

Course Fees

Fees are associated with many middle school electives and high school courses. Fees are minimal and depend on the supplies necessary for the course. For details, fees for high school courses are located in the high school catalog.

Book Fines

Book fines are collected for books and media that are lost or unduly damaged. This policy encourages student responsibility for belongings. At the beginning of the year, students must inspect the books and media they have been assigned and note any damage. The books and media assigned will be examined at the end of the year. If they show more than normal “wear and tear,” students will be asked to pay an additional amount to cover the cost of the book or media. SVA recommends that students cover their books and treat them carefully to avoid damage. SVA recommends a cost-effective cover such as a brown paper grocery bag brown. Do not use contact paper or place tape on the inside of the book covers.

Please review our Fee Policy for a full list of student fees.

Telephone & Messages

Children can use the reception desk phone in an emergency. Students will **not** be paged between or during class periods to pick up items or messages, nor will classroom instruction be interrupted to deliver items or messages during the school day. It will be the responsibility of parents and students to communicate via other methods (cell phone, discussion before/after school, etc.) should there be such a need. The school will not be responsible for items left for students.

Transfers & Withdrawals

Please email the school registrar if you plan to transfer or withdraw your child from school as soon as possible. This allows the necessary forms and checkout processes to be completed before the final withdrawal. Prompt communication from the family allows us to process a student's records, anticipate a request for records from the next school, and ensure a smooth and timely transfer or withdrawal process for all involved. Any tuition-based program such as BASE or Preschool requires a two-week notice.

Visitors

To help ensure the safety of our students and staff, all parents and visitors must provide appropriate government-issued identification to check in with the office staff. Once checked in via the Raptor process, parents and visitors will be provided a photo ID visitor pass.

- Parents and visitors are required to wear the visitor's badge ID at all times while inside the school building.
- For safety reasons, parents and visitors may only access the area of the building where they have business.
- Visiting a classroom requires prior written approval from the classroom teacher.
- For the safety of our students and staff, parents or visitors who decline to wear the photo ID badge will be asked to leave the building.
- Parents leaving the interior of the building are asked not to open the door for anyone.
- The SVA receptionist will permit access to individuals who have completed the proper screening through our Raptor process.
- In order to ensure the safety of our students, staff, and faculty during the school day, the SVA Administration maintains the authority to determine and adjust best practices regarding parent visitors.

Animals

SVA permits documented service dogs and approved therapy dogs onto the school grounds. This policy ensures safety in the school and on the school grounds. Additionally, it ensures a healthy environment for students and staff with allergies to certain animals. Please contact the office before bringing any service dog onto the school grounds. Therapy dogs are approved before being allowed on school premises and will be controlled by their adult staff handler at all times.

Section III: School Policies

Conflict Resolution & Student Discipline

Even with the best communication, problems arise in any organization that needs to be addressed. Problems are always best solved at the level at which they occur. If your child or you is/are experiencing a problem in the school environment, contact the staff member to whom the issue pertains. If you are unsure who that staff member may be, start with your school's Principal. If communication with the staff member does not resolve the problem, please work within the following conflict resolution guidelines to resolve it.

Under the Student Data Privacy policy's accompanying regulation, a parent/guardian of a student may file a written complaint with the school if the parent/guardian believes the school has failed to comply with the Colorado Student Data Transparency and Security Act ([HB 16-1423](#)) and the Family Educational Rights and Privacy Act ([FERPA](#)). A written statement should be submitted to the school's Leadership, specifically the Head of Schools or the school level Principal, promptly from when the suspected event occurred.

Any party in a conflict must provide clear, concise, and objective written documentation through any process level above Level One. The written communication shall state the concern, date of the meeting(s), all individuals in attendance, points of agreement, and points yet to be resolved. At all levels, the intent of all parties must be to resolve the issue with compassion, understanding, and respect for differing points of view. Sometimes, resolution means just agreeing to disagree productively and respectfully. The goal of this process is that all adults will model high levels of character and conflict resolution skills for our students.

Level 1: Any concern will first be discussed privately between the parent(s) and school employee(s) to resolve the matter informally at the lowest level within a few days of the onset of the issue/event. Brief hallway conversations do not allow for confidentiality and privacy and are inappropriate for a Level 1 meeting.

Level 2: If Level One does not bring a resolution, the parent(s) must submit in writing the nature of the conflict within one work week following the discussion at Level One to the employee's Direct Supervisor and the employee; the Direct Supervisor gather all necessary documentation and communication between the involved parties. The Direct Supervisor will review the documentation and investigate all perspectives in a manner consistent with the integrity of the conflict resolution process, ensuring due process is followed. The Direct Supervisor will then request a joint meeting with the persons in conflict. After this meeting, a Level 2 Conflict Resolution Form or an action plan agreeable to both parties must be completed. For any unresolved issues, the Direct Supervisor shall make their decision in writing within one week following the meeting and communicate the decision to the parent and employee. Additional Level 2 meetings may be necessary if additional supervisors are between the original supervisor and the Head of Schools. A supervisory level may not be passed over in this process.

Level 3: If Level Two does not bring a resolution, the parent(s) must submit the nature of the grievance within one work-week following the decision at Level 2 in writing to the Head of Schools. The Head of Schools will gather all necessary documentation and communication gathered by the Direct Supervisor. The Head of Schools will review the documentation and investigation of all perspectives provided by the Direct Supervisor in a manner consistent with the integrity of the conflict resolution process, ensuring due process is followed. The Head of Schools will then request a joint meeting with the persons in dispute and the Direct Supervisor(s) involved in the Level 2 meeting. Clear written notes from the Level Two meeting will be submitted along with the Level 2 Conflict Resolution Form and the Level Three meeting request. After this meeting, a Level 3 Conflict Resolution Form must be completed. The Head of Schools shall decide in writing within one week following the Level Three meeting for any unresolved issues.

Level 4: If a resolution is still not achieved at Level Three and the parent(s) or employee is not satisfied with the decision of the Head of Schools, the conflict may be presented in

writing to the Board of Directors at least seven (7) days before the next regularly scheduled Board meeting. The Board of Directors will examine the written documents submitted and decide whether to let the decisions stand or to meet with the parties involved in the conflict. The President of the SVA Board of Directors will communicate the direction of the Board within one week of the Level 4 meeting request. If the Board decides to meet and discuss, the Board of Directors will hear the issue at the next regularly scheduled Board meeting to resolve the conflict, provided the request is submitted at least ten days before the SVA Board meeting. All parties involved in previous levels will be invited to this Level Four meeting. Decisions rendered at Level Four will be in writing, setting forth the decision. Once approved by quorum by the Board of Directors, the decision will be transmitted promptly to all parties involved. Decisions made at this level are final.

The SVA Board of Directors has empowered the SVA Leadership to make student disciplinary decisions. Rarely will the Board of Directors meet to discuss a student discipline issue. If the SVA Board of Directors meets to discuss a student discipline issue, the meeting will be held in Executive Session pursuant to §24-6-402(4)(c), C.R.S.

The SVA staff's full desire is to resolve conflicts at the lowest level possible. We value our students and parents and will work hard to create positive, professional relationships. In a community that values and models high character, the need for higher levels of this policy will be few.

Expulsion & Suspension Process

SkyView Academy will attempt to address the needs of students through a quality education program. To be effective and fulfill this goal, we believe students need a positive, safe, and orderly environment where learning can occur without disruption. We believe that students who do not obey the rules of good conduct interfere with the learning process and the safety of others. Additionally, such disruptions minimize their opportunities to learn. Both minor and major acts of student misconduct will initiate school disciplinary procedures. According to the SVA Social Contract, SVA Leadership seeks to redirect behavior and restore the student to their classroom community.

Listed below are the steps in the General Disciplinary Process that will be followed by the teacher and SVA Leadership when student misbehavior occurs:

Step 1 - The teacher addresses the inappropriate behavior. The teacher records minor misconduct and any disciplinary action the teacher assigns.

Step 2 - If the same or similar misconduct continues or a more serious act occurs, the teacher and a member of the SVA Leadership team will inform the parent by phone. The parent or guardian will be notified during the call of any disciplinary action taken by the classroom teacher or the SVA Leader conducting the phone call.

Step 3 - If the inappropriate behavior continues or if a more serious act of misconduct occurs (not covered in Steps 1 and 2), a conference with a parent, teacher, and a member of the SVA Leadership Team will be held to discuss the incident. Appropriate disciplinary action will be determined during the meeting, and a Behavior Plan will be created to support the student's success. The SVA Leadership Team collaboratively creates a Behavior Plan. Once written, the SVA Leadership shares and distributes the plan to all individuals involved. All teachers and staff members who provide education or support to

students involved in the plan receive a copy throughout the day. SVA Leadership places a copy of the Behavior Plan in the student's SVA file.

Step 4 - If the Behavior Plan does not result in correction of the behavior or a major act of misconduct occurs (e.g., blatant defiance of authority, fighting, sexual harassment, etc.), the Principal or school-level Dean may suspend the student from school, not to exceed five (5) days. Before readmission after suspension, the Principal or Dean will convene a required re-entry meeting with the student, parent, and others involved in the incident. The meeting will review the student's misconduct record and determine what steps will be followed to support the student and prevent future acts of misconduct. A written Suspension Report is completed with copies given to the parents. A copy of the Suspension Letter is also uploaded into Infinite Campus in the student Behavior file.

Step 5 - If all the actions taken in steps 1-4 have not corrected the inappropriate behavior or if it threatens the safety of others (e.g., bringing a weapon to school or physically assaulting others*), the Principal or school level Dean may suspend the student from school for the second time for up to 10 days. For any suspension period longer than five days or expulsion, a meeting with all involved persons shall be convened by the Principal or the school-level Dean to determine the next course of action. Such action may consist of the Principal's recommendation to the District Superintendent that the student be expelled for one year.

Examples of other major acts of misconduct, including but not limited to those below, that do not require procession through steps 1-3 but rather call for discipline to be administered immediately at the 4th and 5th Steps are the following:

- Continued willful disobedience.
- Open and persistent defiance of proper authority.
- Behavior on or off school property is detrimental to the welfare or safety of other pupils or school personnel and not becoming a SkyView student.
- Threats of physical harm.
- Declaration as a habitually disruptive student.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Name-calling, teasing, lying, and/or swearing continued after receiving discipline at previous steps.
- Racial, religious, and/or sexual harassment.
- Possession/use of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Arson, theft, vandalism, and other behaviors of a criminal nature.
- Carrying, bringing, using, or possessing a dangerous weapon.
- Consumption of drugs, controlled substances, or alcohol
- The sale of a drug or controlled substance.
- Commission of an act committed by an adult would be robbery or assault.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile.
- Violation of the school Safety & Security Policy, including the Cyber-Safety section found in Appendix A.

These expectations were developed so that parents, students, and staff members will have a common understanding of what is expected from students regarding their behavior attending

school. Proper adherence to these expectations ensures a safe and orderly learning environment conducive to optimum learning. SVA full intent is to implement expectations fairly and consistently, and that open communication and cooperation will exist among parents, students, and staff members.

In all matters where expulsion is indicated, the matter will be referred to the District's designee.

Concerning any suspension of a child with a disability, such suspension shall comply with federal law. In-school suspension will be the preferred method of disciplinary action in such instances. This ensures proper access to all necessary special education and mental health support.

State or federal law shall control if there is a conflict between the preceding and state or federal law.

General Discipline Process

Good discipline is expected at SVA. Since good behavior is part of the SVA experience, we feel that little time will be needed to correct inappropriate behavior. The following are simple rules we expect all students to comply with:

- We will respect and obey all staff members and other adults.
- We will treat others as we would like to be treated.
- We will not demonstrate public displays of affection (i.e., handholding, embraces, kissing, etc.).
- We will use appropriate language: no swearing, offensive speech, threats, and name-calling.
- We will keep our hands and feet to ourselves: no fighting, kicking, or any physical action that would be harmful or degrading.
- We will respect the property of staff, students, and the school.
- We will do all of our schoolwork: no copying another's, copying from another source, allowing others to copy from us or forging signatures.
- We will be honest in everything, even when telling the truth might be difficult.
- We will not bring any object to school that looks like or is a weapon (e.g., knives, guns).
- We will not create or gesture as though using a weapon at school.
- We will not throw food or objects in the cafeteria or other areas of the school.
- We will not run or yell in any part of the school.
- We will not steal.
- We will not chew gum at any time in the school.
- We will wear appropriate uniforms at all times.

These expectations were developed so that parents, students, and staff members will have a common understanding of students' behavior expectations regarding their behavior while attending school. Proper adherence to these expectations ensures a safe and orderly learning environment conducive to student growth and achievement. SVA's full intent is to implement expectations fairly and consistently, and that open communication and cooperation will exist among parents, students, and staff members.

In all matters where expulsion is indicated, the matter will be referred to the District's designee.

Concerning a suspension for a child with a disability, such suspension shall comply with federal law. In-school suspension will be the preferred method of disciplinary action in such instances.

This ensures proper access to all necessary special education and mental health support.

State or federal law shall control if there is a conflict between the preceding and state or federal law.

Detention

When middle school or high school students are given a detention, parents will be notified by the staff member assigning the detention. This contact informs the parent of the reason for the detention and the day it will be served. Detention will take place, if needed, during the student's lunch period. Students will be granted access to purchasing lunch from the cafetorium and using the health room restroom during detention. Suppose a student does not report for assigned lunch detention. In that case, the following will happen:

- 1st offense: The student will be assigned to serve **two** detentions
- 2nd offense: The student will receive an Official Referral to meet with a school-level Dean.

If a student is tardy to detention, they will serve the time remaining for the detention and make up the missed time the following day. Detention time may include work details, including picking up trash in the hallways or parking lot. If work detail is part of the detention time, a staff member will supervise the student. Any work detail assigned will serve to benefit the conditions of the school environment. Further examples of potential service activities may include, but are not limited to, replacing rocks on the island in the parking lot, sweeping up and replacing wood chips on the playground, pulling weeds in a grass area, and other similar projects that will benefit the school. The length of work detail time may be extended for any student not actively contributing to the project.

Students who receive multiple detentions in one semester may receive an Office Referral and meet with the Principal or school level Dean. Repeated offenses are not accepted at SVA, even when the individual issues are relatively small and by themselves would not warrant further consequences. SVA believes that students are capable of learning from mistakes and not repeating them. We are confident that each student can become a young adult known by the content of their good character.

Repeated Office Referrals

Students who accumulate two or more Office Referrals from detentions and other minor incidents will be considered for suspension by the SVA Leadership. A student with multiple Office Referrals will be considered a habitually disruptive student. The student will be considered for suspension of not less than one (1) day. A third Office Referral in a semester will result in a suspension of not less than two (2) days unless there are highly unusual circumstances. A student with more than three (3) Office Referrals in a semester will be required to meet with the Principal or school level Dean to establish a Behavior Success Plan.

Addressing Inappropriate Behavior that Impacts Other Students

SVA Leadership recognizes that there will be times when student behavior will negatively impact other students. Further, SVA Leadership understands the concern this creates for parents and guardians of the individuals impacted. While

SVA Leadership cannot violate the privacy of any student, the leadership recognizes that parents want to ensure the safety of their child(ren).

Therefore, when the choices of other students impact other students, the SVA Leadership will provide communication to the parents or guardians of these students. Communication in this instance will follow the following protocols:

- Communication will be provided by the Principal or Dean who manages the situation.
- Communication will be in email form with the offer of a phone call upon parent or guardian request.
- Communication will outline which step in the disciplinary process was implemented.
- For privacy reasons, communication will not reveal the student's specific consequences.
- Parents or guardians will be notified if a "No Contact" contract is required to ensure students have access to the least restrictive but most successful learning environment.

Safety & Security Policy

Student safety is of utmost importance at SkyView Academy. SVA Leadership developed our security procedures in coordination with Douglas County School District, local law enforcement, and emergency response agencies. For more details, please visit the following website.

<https://www.dcsdk12.org/schoolsafetyandsecurity/index.htm>.

In addition, please reference <http://www.iloveguys.org/srp.html> for more information on Standard Response Protocol (SRP).

Additionally, SVA's Safety & Security Policy can be found on the school website.

Any time SVA implements any security protocols other than normal security procedures, parents will be notified by the Head of Schools or school level Principal via an email from School Messenger. It is important to note that the safety of the students, staff, and faculty remains the priority during these events. Communication to the community will be shared as soon as we can safely do so. Details regarding the specifics of the event will not be included in the communication. This ensures that SVA maintains the confidentiality of any individuals involved in the event. Additionally, if law enforcement agencies are dispatched to our building, SVA Leadership will work collaboratively and cooperatively with all agencies. This ensures that all laws and investigatory procedures are upheld with fidelity.

SkyView Academy will ensure that all appropriate safety procedures, plans, and responses are developed, reviewed, and improved annually. Safety and Security encompass a range of activities and considerations. The considerations necessary to maintain proper safety and security practices are listed below:

- Analysis of facility design;
- Use of local agency resources;

- Use of technology, and
- Training for crises
- Regular practice of all SRP Drills

Students develop safety habits by practicing them and following proper examples set by adults. Please encourage children to cross only at crosswalks, look in all directions before crossing, enter cars only from the curbside, and never go between cars in the carpool line.

To maintain student safety, cellphone use during carpooling is prohibited. If parents or other authorized adults are seen using cell phones during carline, they will be addressed by a member of the SVA Leadership team and/or reported to the DC SVA Deputy SRO.

At all times, students and visitors are to walk only on the sidewalks or designated paths and follow the same safety precautions they do when crossing crosswalks. All drivers in the SVA parking lot must use extreme caution and drive 5-7 mph.

Social Media

SVA staff members are highly discouraged from using any kind of social networking (Facebook, Twitter, Instagram, etc.) for communicating school-level information to parents. Social networking between SVA staff and students is prohibited. Posting photographs of SVA students on personal social media web pages violates school policy and parental privacy.

Anyone wishing to post something on SkyView's official Facebook or Instagram page should submit their request to the appropriate school Principal for approval.

Cyber-Safety

This policy provides additional cyber-safety guidelines to staff, students, and parents concerning social media, portable devices, and digital images while SkyView Academy (SVA) community members. These additional guidelines supplement the policies, procedures, and Student Rights and Responsibilities approved by the Douglas County School District and deferred to by SkyView Academy.

- "Social media" means any form of online publication or presence that allows end-users to engage in multi-directional conversations. Social media includes, but is not limited to, Facebook, Twitter, Instagram, TikTok, YouTube, blogs, wikis, social bookmarking, document sharing, email, and other media of a similar nature.
- "Portable devices" means any form of a mobile communication device, including but not limited to cell phones, Smart Watches, MP3 players, iPods, wireless email devices, portable digital assistants (PDAs), and/or pagers.
- "Digital images" means any online publication or presence that allows end-users to share text, sound, photographs, or video.
- Members of the community, including students, cannot use the SVA name, logo, or branding in their social media account user names.

Duty to Report

All school staff must report any suspicion of sexting, any possession of sexual images, or any suspicion of harassment directly to the administration. School administrators will turn over any confiscated evidence to law enforcement immediately.

Bullying Policy

Please refer to Policy JICB, [Prevention of Bullying](#) in the [Douglas County Student Rights and Responsibilities Handbook](#) for the bullying policy followed by SVA.

Student attire significantly influences the Uniform Policy (K - 8) the school's learning environment. SVA's Uniform Policy aims to promote school unity and pride, lessen peer pressure, and minimize the distractions and disruptions that ordinary clothing may attract. Enrollment in SVA constitutes acceptance of this Uniform Policy, agreement to adhere to it, and acknowledgment of discipline for noncompliance. Please refer to the complete Uniform Policy posted on the school's website at www.skyviewacademy.org.

Dress Code - High School (9-12)

The SVA Leadership developed the high school dress code with approval from the Board of Directors. While the SVA Leadership desires to allow older students a bit more flexibility in their dress, they expect high school students to dress in a manner consistent with the SVA Vision and Mission philosophy. Violations of the Dress Code will result in a phone call home to bring appropriate attire if needed. If parents cannot bring appropriate clothing promptly, SVA will provide alternative loaner clothing for students to wear until the school day is over. If a student neglects to return the clothing, a fee will be assessed to replace them. Students who accumulate two or more Dress Code violations in a semester will be given additional consequences.

Please refer to the complete Dress Code posted on the school's website at www.skyviewacademy.org.

Attendance Policy

SkyView Academy provides a rigorous academic program that requires students to attend regularly to be successful. Please refer to the complete Attendance Policy posted on the school's website at www.skyviewacademy.org.

Volunteer Policy

Family volunteering is an integral part of SkyView Academy. Volunteers enhance the school and its culture and character through their involvement.

SVA strongly encourages a minimum of 40 volunteer hours per Elementary School family per school year, 30 volunteer hours per Middle School family per school year, and 20 volunteer hours per High School family per school year. Families with students in different SVA schools (i.e., one student in elementary and one student in middle school) need to fulfill the requirement for the youngest student. Single-parent families are strongly encouraged to volunteer for half of the required hours per school year.

As part of the volunteer hours, each family is strongly encouraged to complete six (6) shifts of traffic duty per year. Completing this duty supports the classroom teaching staff and creates a partnership with the community to ensure student safety is the foremost priority of all community members.

Families who make a financial contribution to the school can also earn volunteer credit. Families can earn one (1) volunteer hour for every \$20 worth of value donated to SVA. The receiving teacher must fill out the SVA Cash Equivalent Donation Form and a copy of the receipt to get credit for the donation. Not all donations qualify for this program. The volunteer coordinator will approve and enter those that meet the criteria. You may check with the volunteer coordinator if you are unsure if a contribution qualifies.

The SVA Board or SVA Leadership Team may choose to offer volunteer hour credits for participation in some school meetings or events. If this is the case, that information will be posted on which events will be eligible for volunteer hour credits.

Section IV: Educational Program

Core Knowledge (Grades K-8)

SkyView Academy delivers a rigorous educational program with high standards and a research-based curriculum. Typically, educators have identified teaching skills at each grade level, but content decisions are left to individual classroom teachers. Therefore, a vast disparity of topics has been taught depending on individual teachers' interests and expertise. Curricula across schools and even within the same grade level have been quite diverse, leading to inconsistency and learning gaps.

The Core Knowledge (CK) Series is a research-based program founded by Dr. E.D. Hirsch and utilized by over 60 schools in Colorado. Students are exposed to various historical, scientific, and cultural topics that sequentially build from year to year. The ultimate goal is to ensure that all students are given access to the same knowledge base that assures later educational success. SVA values the cultural language of the CK

sequence that brings all students to a level playing field. CK provides a clear outline of what students are expected to learn, decreasing learning gaps. It also provides opportunities for learners to use higher-order thinking and reasoning skills while motivating students to become life-long learners. Furthermore, CK encourages cooperation among students, schools, and communities, providing parents and community members opportunities to become involved.

Classical High School (Grades 9-12)

SkyView Academy's Classical College Preparatory High School program provides a strong and meaningful program of academics, setting high standards for all students and staff. SVA will provide students in grades 9-12 with an academic program focused on three key areas:

- A classical, liberal arts curriculum with a strong sequential offering that builds on the foundation provided to Core Knowledge K-8 students and a strong curriculum for students emerging from non-charter schools.
- Comprehensive college counseling will assist students and parents in preparing for postsecondary education. High expectations will be modeled for all students, with support along the way to ensure success.
- A strong, intentional character education program will be instituted, with performance and ethical character being modeled and expected by staff. In addition, students will participate in multiple community service opportunities through small character teams.

Classical education aims to produce a free or liberated person. The greatest thinkers throughout the ages—including Archimedes, Galileo, Sir Isaac Newton, Shakespeare, and Thomas Jefferson—all had one thing in common: a classical education. Classical curricula represent a return to a time-tested educational philosophy standard in the United States and the Western world until the early 20th century. It is the process of training the student's mind to confront the problems common to modern man better

and properly apprehend, examine, acknowledge, and accomplish those things that would make them truly free. Therefore, this educational philosophy has two interrelated dimensions: the refinement of the intellect and the perfection of character.

Our classical education program will work toward this aim through:

- A systematic, thoughtful, and integrated approach to learning.
- Focus on core academic subjects (math, literature, history, and science), teaching directly from original documents and the great works of the Western world when possible.
- Engaging in the “great conversation” through the works of Western civilization, answering the questions common to all periods of history.
- Follow a pattern of education known as the “Trivium.”

The “Trivium” of grammar, logic, and rhetoric are the first three of the seven liberal arts. The ancient Greeks knew these “tools of learning” from at least the 4th century B.C. They became the organizing principle for the liberal arts curriculum throughout ancient times, the Middle Ages, and the Renaissance. Around World War I, the Trivium and the classical liberal arts curriculum were supplanted by utilitarian, progressive education theories. Grammar involves learning (through memorization) the substance or facts of a subject matter, the rules they operate under, and how they are organized. Logic involves analyzing the relationships between these facts and rules. Rhetoric is the art of persuasion (either oral or written). It is considered the master discipline, relying on both the “facts” and logical analysis to make a persuasive argument before an audience. The goal of rhetoric is to effect a change in an audience’s attitudes, emotions, or behaviors and to do so ethically.

Grammar cannot be separated from content, but both logic and rhetoric are learning “tools” and academic disciplines that can be studied in their own right. By mastering these three universal learning tools, grammar (facts), logic (analysis), and rhetoric (persuasion), students become self-directed, lifelong learners capable of approaching and mastering any new subject.

Service Learning

Service Learning is a founding principle of SkyView Academy. Service projects will be teacher-led and coordinated across various grade levels to ensure students benefit from the leadership and modeling opportunities inherent in multi-age projects. The service program is not considered a “curriculum,” Students will not receive a grade. However, high school students can receive community service credit required for graduation for time spent on a SkyView Service Learning Program Project.

Service projects will provide assistance using a variety of efforts and active strategies that do not involve donating money, including cleaning up, repairing, supporting, caring for others, and/or sharing student talents. Service project options and resources will be selected from a Board and Administration-approved list. This list of approved options may contain organizations that provide services to the larger community (i.e., homeless shelter, assisted living) affiliated with or managed by a secular or non-secular entity. The fact that such organizations are permitted as approved options for teacher-led service projects shall not constitute an expression of SkyView support for such entities

or support for the views expressed by the entities. Organizations shall not access the students, staff, or parent community of SkyView Academy to promote or publicize their secular or nonsecular philosophies or practices.

Community Service - High School

High School students must serve and document 20 hours of community service per year. Students may complete this service requirement both inside the school and with outside agencies and organizations once approved by the SVA Leadership Team and/or the SVA College and Career Counselor. A complete list of acceptable opportunities will be provided each year by the SVA College and Career Counselor. As a point of clarification, SkyView's Service Learning Program is separate from the community service hour requirement for high school graduation. While high school students can earn credit for hours spent on a service-learning project, these students can also fulfill the community service requirement in other ways not associated with SkyView.

Character Education

Good character is a critical part of SVA's educational program. Respect, Integrity, Responsibility, and Citizenship are just some of the character traits that SVA models and teaches. Through character education, our students learn skills that will help them make lifelong responsible and intelligent choices. When students learn to make good choices, they are more committed to learning and develop habits that make them lifelong readers and writers. Our teachers reinforce character traits within the content of our rich curriculum.

Capturing Kid's Hearts (CKH)

The Capturing Kids' Hearts philosophy teaches students to create and maintain a culture where individuals take responsibility, express themselves appropriately, and proactively handle problems and decisions. Each classroom teacher has received specialized training to implement the CKH philosophy. All students participate in creating a Social Contract at the beginning of each year, which states how students will treat each other and the teacher and how students will agree to handle conflict when it occurs. The Social Contract is the hallmark of the CKH program and is even created at the staff level. More information about CKH can be found on their Website.

Assessment

Various formal and informal assessments are administered to all grade levels throughout the school year. Copies of the results are shared with parents at parent/teacher conferences. In addition to these assessments, instructional tests, diagnostic tests, and informal assessments may also be given to children.

SkyView Academy has developed an assessment plan that meets the requirements of all current legislation mandates while at the same time providing the necessary data for SkyView to accomplish its mission and vision. Assessments are marked on each school's Academic Calendar, and all parents must be aware of these testing windows. Administrators will not approve school events or activities that interfere with the testing windows. Parents are encouraged to place similar values on testing windows so that

every student has a complete set of data in their records.

Flexible Skills Grouping (K-5)

SkyView Academy uses flexible skills groups within the classroom to address the needs of all students to value the fact that not all students start at the same level, learn in the same way, or master skills at the same pace. Students will be continually challenged to master new skills in reading and math. Other areas of the educational program will not be grouped (i.e., science, social studies, etc.), which allows for the benefits of interactions and modeling to occur among students of all skill levels.

Every student is assessed in reading and math a minimum of two times throughout the school year. The students are assigned flexible skills groups within the classroom to ensure they are accessing the curriculum in a manner consistent with their academic performance, learning style, and other factors. Each group is challenged with concepts and skills appropriate to their readiness level. Continuing analysis throughout the year is used to validate or change placement if necessary.

Reading Group Placement (K-5)

Reading group placement is determined by a triangular evaluation that includes Reading and Writing assessment scores, Measure of Academic Progress (MAP), any other relevant test data, and prior-year history (grades and teacher recommendations). As the year goes on, staff will continue to evaluate student data and student work to make placement adjustments if necessary.

Illustrative Math (K-5)

Founded on the principle that all students are capable of accessing mathematics at a higher critical thinking level, Illustrative Math prioritizes helping students become lifelong math learners. The curriculum creates energized math classrooms and equips students with critical skills, understandings, and practices that can benefit them for a lifetime. Illustrative Math leads students to this enduring math proficiency by equipping educators with exclusive access to engaging content, comprehensive professional learning, and an inclusive community of scholars working together to build a world where all learners know, use, and enjoy mathematics. Students are placed in flexible skills groups within the classroom as outlined above to allow them to grow and develop as independent math scholars prepared for Algebra I and II, Geometry, Trigonometry, and Calculus.

Group Definitions (K-5)

SkyView Academy skills groups will vary depending on the pace and differentiation of content needed for each group. Some grade levels will have groups where support, pacing, and content vary, while some grade levels will have groups that look very similar. This is due to SVA's commitment to remain flexible and willing to meet students where they are academically. Overall, parents should know that students are placed in groups that fall into three categories:

- Under Accessing - Students working to develop their understanding of grade level material.

- Accessing – Students working to develop their knowledge on grade level.
- Over Accessing – Students working to develop their knowledge of above grade level.

Core Virtues (K-5)

This program is designed along with the guidelines of a book entitled Core Virtues by Mary Beth Klee. Dr. Klee identifies basic virtues in her book and correlates them to the Core Knowledge sequence, primarily as the virtues align with the Core Knowledge literary selections. The virtues include Respect and Responsibility, Diligence, Gratitude, Courage, Loyalty, Compassion, Generosity, and Honesty. Your student’s teachers will reference these virtues as the class explores the components of that grade level’s scope and sequence. By prioritizing these virtues, we hope to optimize our educational setting and further achieve our greatest priority: providing an academically rigorous program in a safe and caring environment.

Course Placement (Math and Spanish) (6-12)

Math content relies heavily on foundational skills. It is not recommended that students skip entire skill levels. Math group placement is determined by evaluation that includes prior year Saxon level. It may include CMAS Math scores and, Measure of Academic Progress (MAP) Math assessments, and other potential assessments. Student placements are reviewed on a case-by-case basis. As the year goes on, we continue to evaluate placement and will make adjustments if necessary.

Our Spanish educators determine course placement by a similar process, including completing the previous level, assessments, and teacher observations.

Parent-Teacher Conferences

Parent/teacher conferences are held in the fall for all parents and in the spring by appointment request from the teacher. We encourage parents to stay in close contact with teachers and other school staff throughout the school year. If you have concerns about your child’s progress at any time during the year, please call and schedule a time to meet with the appropriate staff member(s). Scheduling such conferences before or after school will prevent valuable instructional/supervision time interruption.

Grading Scale for Kindergarten

Academic Performance Level for Grade Level Expectations

- Beginning Understanding
- Some Aspect Met
- Meets Expectations

Academic Performance Level for Life Skills

- Consistent
- Usually
- Inconsistently

Grading Scale (Grades 1-12)

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59% or below = F

With the exception of AP Courses, SkyView Academy does not weight grades.

Report Cards

Report cards and progress reports will be issued to preschool and elementary students every quarter. Middle/high school students will receive report cards on a semester basis. Grades for all students will be reported as a percent with a correlating letter grade (see grading scale above). All grades follow a 4 point grade scale. The exception for the 4 point grading scale is AP courses. AP courses follow the 5 point scale. Grades are regularly updated every Friday by 6 pm in the computer grade program Infinite Campus for grades K-12. Please contact the teacher directly if there are any questions regarding updated grades.

Grade Promotion/Retention Policies

Retention is not permitting a student to advance to the next grade level. The following policies are intended to assist the staff of SVA and parent(s) in identifying those students who are most likely to benefit from retention and those who are not. Light's Retention Scale will provide supportive data and informed decision-making in all situations.:

If the student is failing to make normal progress, the parent(s) must be notified before the completion of the 2nd quarter for elementary students and before the end of the first semester for middle school students. Notifying parents allows a partnership between school and home. Additionally, it establishes a collaborative process to help students achieve greater success. This is not to discuss retention but to facilitate working as a team to help the student succeed.

Retention is never to be used as a punishment.

Retention is not to be encouraged as an intervention to support Special Ed/ESL students.

The Principal will decide with the teacher(s) and parent(s) input.

The decision to retain a middle school student is made on a case-by-case basis and based on various evidence, including, but not limited to, student grades, test scores, percentage of missing assignments, performance on assessments, and observations of classroom behavior.

High school students who do not earn credit for a required course will need to recover

that credit before being eligible for graduation. Students will have credit recovery options through OdysseyWare or other approved online accredited high school programs. The SVA High School counselor will arrange this for students as necessary.

Elementary Homework

As a general guideline, an assignment not finished in class will be sent home for homework. These assignments have been taught in class that day and are reviewed by the teacher before being given to the students. Many homework assignments may fall into this category.

Other assignments can include those used to strengthen skills, such as working on math facts (addition, subtraction, multiplication, and division) or studying spelling words. These assignments involve memorization and repetitive practice and are conducive to parents working one-on-one with their children.

Some assignments are given to enrich or extend a lesson. An example might be building a structure for science. These assignments may need more parent support at home.

Homework should be approximately 10 minutes times the student's grade level beginning kindergarten. In addition to homework, as outlined above, elementary students should read a minimum of 10 to 20 minutes a day. This example is for an average student on an average night. If your student needs additional help or strives for perfection with every assignment, it might take more time. If students are spending an extensive amount of time on homework. Parents are encouraged to contact the student's teacher to establish a plan to support the student.

Elementary students will receive limited homework assignments on weekends. No homework will be assigned during school breaks.

Middle/High School Homework

Homework given by the teacher will be intentional, accomplishing tasks or reinforcing skills that coincide with objectives for the course in which they are assigned.

Weekend homework assignments will be similar to work assigned during the school week.

Except for high school AP and CE (Advanced Placement and Concurrent Enrollment) courses, no homework will be assigned during the week or longer vacation breaks. However, students may have course readings or preparation for finals to complete.

Late Assignments (Grades K-12th)

Late assignments will be deducted 10% per day, or one letter grade, up to 50%. After five days, missing assignments not submitted will be entered as a zero in the grade book, with no opportunity to submit the work for a grade.

At the elementary level, work that is not completed in class or on time will be sent home with the student in their homework folder for completion. Late or missing work completed at home will be in addition to any current work assigned.

At the middle and high school levels, students are expected to access Infinite Campus missing assignment reports to maintain awareness of their academic standing. Additionally, middle and high school students will be encouraged to use advisement time to ensure missing assignments are completed and submitted for partial credit.

If missing work becomes a habit, a call home will take place to enlist parental support. If the missing assignments are still not completed, a teacher, parent, and student conference will be held. Extenuating circumstances (i.e., illness, concussion, etc.) will be handled case-by-case.

Physical Education

Students must have a note from home for temporary exclusion from gym activities specifying applicable dates. Students can learn from instruction and observation in many cases, even though they do not participate actively. If a student cannot go outside with the class, they will be given schoolwork to do or be kept in the clinic. Permanent exclusion from gym class requires a doctor's written notification.

Playground Behavior

Children are encouraged to participate in a variety of activities and to remain visible to aides at all times. Children may not leave the fenced playground area for the outdoor playfield without an adult supervisor going with them. Parents who wish to volunteer for periodic playground supervision are asked to contact the volunteer coordinator. Training and additional information will be provided.

- Electronic devices are NOT allowed on the playground.
- Students are to be within the fenced playground area or the south playfield. They must be accompanied by a staff member or parent volunteer in either location. They are to be visible at all times.
- No food is permitted on the playground.
- Fighting (real or play) is not an appropriate activity.
- All games should be played with a concern for others using the playground. Contact games such as Chase, Red Rover, Crack the Whip, Wall Ball, tackle football, slide tackles (in soccer), and rugby are not allowed for safety reasons.
- Hard balls, baseball bats, skateboards, Rollerblades, and electronic equipment are not permitted on the playground.
- Students may not throw or kick rocks, sand, snowballs, ice, or objects that might hurt others.
- Students are expected to line up in the appropriate area. When the whistle blows, playtime stops immediately.
- All equipment will be used with common sense and safety in mind.

Hallway Behavior

- Students are to be quiet and orderly in the hallways.
- All staff members will deal with inappropriate behaviors such as running, yelling, pushing, jumping, and destructiveness.

- Students are to have hall passes unless accompanied by an adult.

Cafeteria/Outside Behavior

- Students are expected to be mannerly in the lunchroom.
- Noise levels should be reasonable.
- Students are responsible for cleaning their tables and floor area before leaving the cafeteria.
- All food and drink items are to be consumed in the cafeteria.

Assembly Behavior

- Students will enter and exit assemblies quietly and orderly.
- Students will demonstrate courtesy to our speaker(s), presenter(s), performer(s), and other members of the audience.
- Students will sit flat, remain quiet, and give their best attention.
- All audience members will show proper appreciation (applause is acceptable).

If you have questions about this handbook, see your child's teacher or call the school at 303-471-VIEW (8439).

Parent Acknowledgement Page (completed electronically during registration)

This is to acknowledge that I have received and read a copy of the SVA School Parent Handbook. I understand that it provides guidelines and summary information about the school's policies and procedures. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the handbook. I further understand that these policies are contractual, and SVA reserves the right to modify, supplement, rescind, or revise any provision or policy from time to time, with or without notice, as it deems necessary or appropriate. I also understand that SVA reserves complete discretion to interpret the handbook's provisions and how they apply to any situation that may arise.

Appendix A – Safety, Security & Cyber-Safety Policy

Purpose

The safety and security of SkyView Academy's students, staff, and visitors is of paramount importance to the Board of Directors. This policy provides a foundation for establishing proper safety and security procedures, an expectation of consistent review and improvement of such procedures, and a framework for defining the key areas for consideration.

Overview

SkyView Academy will ensure that the appropriate procedures, plans, and responders are developed, reviewed, and improved annually. Safety and Security encompass a range of activities and considerations. The considerations necessary

to maintain proper safety and security practices are listed below:

- Analysis of facility design
- Use of local agency resources
- Use of technology
- Training for crises

Expectations

The Board of Directors and staff of SkyView Academy will establish and maintain the following practices:

- Key SVA Leaders and non-teaching staff will be members of the School Safety Team, and the team leader will be onsite during all school hours.
- Members of the School Safety Team will maintain and update the school safety plan and procedures regularly with input from appropriate local agencies (i.e., Douglas County School District Safety Personnel, and/or the Douglas County Sheriff's Office, and/or other private agencies).
- Members of the School Safety Team will work to form partnerships with local agencies to benefit from safety and security resources and programming.
- A comprehensive safety update will be presented to the Board of Directors annually.

Cyber-Safety Policy

1.0 Purpose

This policy aims to provide additional cyber-safety guidelines to staff, students, and parents concerning social media, portable devices, and digital images while members of the SkyView Academy (SVA) community. These additional guidelines supplement the policies, procedures, and Student Rights and Responsibilities approved by the Douglas County School District and deferred to by SkyView Academy.

2.0 Definitions

2.1 "Social media" means any online publication or presence that allows end-users to engage in multi-directional conversations. Social media includes, but is not limited to, Facebook, Instagram, LinkedIn, Twitter, TikTok, YouTube, blogs, wikis, social bookmarking, document sharing, email, and other media of a similar nature.

2.2 "Portable devices" means any form of a mobile communication device, including but not limited to cell phones, Smart Watches, MP3 players, iPods, wireless email devices, portable digital assistants (PDAs), and/or pagers.

2.3 "Digital images" means any online publication or presence that allows end-users to share text, sound, photographs, or video.

3.0 Social Media

3.1 Use of SkyView Academy logo and branding. SkyView Academy's name, logo, and branding in any media, including social media by parents and students, is prohibited unless specifically approved in advance by the SVA Board of Directors in writing. Parents and students may not represent or imply that they represent SkyView Academy in any official capacity on any social media.

3.2 Staff. SVA staff members are highly discouraged from using any kind of social networking (Facebook, Twitter, Skype, etc.) except when officially approved as communication tools for communicating with SVA parents. Social networking between SVA staff and students is prohibited. Posting photographs of SVA students on personal social media web pages violates school policy and parental privacy. Staff is school employees even when not at school. If the SkyView Academy name is used on personal social media, a disclaimer is made that what is being shared is a personal opinion. There is no staff use of personal social media when students are present.

3.3 SVA Community Communication. All members of the SVA community should be conscious of the impact of all communication. Adults should strive to be role models of positive communication, even when conflict arises. Students should strive to “be their best” at all times. The culture of SVA will, in the long run, be determined by how we treat each other, including the use of social media.

3.4 Legal Ramifications. All members of the SVA community should be aware of potential legal action that can result from extreme forms of negative communication, including but not limited to charges of libel, slander, sexual harassment, racial harassment, and other crimes.

3.5 Consequences. Consequences for behavior inconsistent with this policy may range from warnings through requiring a written apology all the way to termination of staff employment, the expulsion of students, or barring parents from school media (i.e., SVA official Facebook page) and school grounds. SVA has the sole discretion to determine the consequence on an individual basis.

4.0 Portable Electronic Devices

4.1 SVA principals may establish, and school personnel may enforce guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs.

4.2 SVA assumes no responsibility for loss or damage to students' personal property, including cell phones and other portable electronic devices in the possession of students. If confiscated by school personnel under this policy, reasonable care will be taken of the item until it is retrieved or deemed abandoned.

4.3 Students violating this policy may be subject to disciplinary action.

4.4 If the use of a portable electronic device is required in individual instances to assist

a student with the student's education or in emergencies, permission must be obtained in writing from a building Principal before the use of the portable electronic device at any time when this policy would otherwise prohibit such use.

5.0 Digital Images

5.1 Cameras. Use of cameras or the camera features on a cell phone, or other portable electronic devices in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated by school personnel, and law enforcement authorities may be notified.

5.2 Images. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is strictly prohibited by SVA and violates Colorado Law. Law enforcement will be notified as required by law.

5.3 Cyber-Bullying. Harassment and bullying using any social media or portable device are strictly prohibited. Additionally, such behavior related to sexting incidents is also prohibited. Any individual who violates this policy will be subject to discipline, and law enforcement authorities may be notified.

6.0 Duty to Report

All school staff have a duty to report any suspicion of sexting, possession of sexual images, or any suspicion of harassment directly to the Administration. School administrators will turn over any confiscated evidence to law enforcement immediately.

Appendix B – Service Learning Program Policy

Service Learning is a founding principle at SkyView Academy. The school will provide hands-on opportunities for students to contribute to their school, local area, and/or global communities that will, in turn, develop long-lasting partnerships that will benefit the school's future. This policy shall govern the organization of these opportunities for SkyView's students.

Service projects will be teacher-led, coordinated across grade levels, and scheduled thoughtfully to ensure manageability. A year-long calendar of service team projects will be published so the SkyView parent community can easily locate information about service project activities. Depending on the project, there may be some opportunities for parents to volunteer to help the service team complete their project.

SkyView's Service Learning Program is a founding philosophy included in the activities of the daily educational program, much like how Character Education is embedded in daily educational activities. SkyView's Service Learning Program is not considered a "curriculum," Students will not receive a grade for service projects. However, high school students can receive community service credit required for graduation for time

spent on a SkyView Service Learning Program project.

Service projects will provide assistance using a variety of efforts and active strategies that do not involve donating money, including cleaning up, repairing, supporting, caring for others, and/or sharing student talents. Service project options and resources will be presented to staff upon Board approval. This list of approved options may contain organizations that provide a service to the larger community (i.e., homeless shelter, assisted living) affiliated with or managed by a secular or non-secular entity. The fact that such organizations are permitted as approved options for teacher-led service projects shall not constitute an expression of SkyView support for such entities or support for the views expressed by the entities. Organizations shall not access the students, staff, or parent community of SkyView Academy to promote or publicize their secular or non-secular philosophies or practices.

The Principal will approve service project proposals and supervise the service team leader. When possible, the administrative team will publish and promote each service team's project and activities to the parent community through school newsletters and the local media.

Service projects that strive to collect donations or other support from the SkyView community will be limited to ensure the school's parents are not asked to contribute excessively. Participation in these activities from members of the SkyView community, including students and parents, shall be voluntary, and no incentives will be offered.

As a point of clarification, SkyView's Service Learning Program is separate from the community service hour requirement for high school graduation. While high school students can earn credit for hours spent on a service-learning project, these students can also fulfill the community service requirement in other ways not associated with SkyView. These options are outlined in the community service section of the student handbook.

Appendix C – Authorizer Oversight

SkyView Academy follows all district policies unless otherwise listed on our website under Policy

Waivers.