CAPROCK

ACADEMY

CHARACTER. ACCOUNTABILITY. ACADEMICS.

Family Handbook

School Year 2026-2027

V 20.0

Purpose of this Handbook

The Caprock Academy Board of Directors, Faculty, and Administration welcome you to Caprock Academy. This handbook has been prepared to inform you about Caprock Academy's mission, philosophy, policies, and practices.

We ask that you read this handbook carefully and refer to it whenever questions arise. We also hope that it will reaffirm your decision to attend Caprock Academy. This handbook is both a narrative and a means to provide you with the Caprock Academy policies that are most frequently addressed.

The Caprock Academy Difference

"*Whether created by parents and teachers or community and civic leaders, charter schools serve as incubators of innovation in neighborhoods across our country. These institutions give educators the freedom to cultivate new teaching models and develop creative methods to meet students' needs. This unique flexibility is matched by strong accountability and high standards, so underperforming charter schools can be closed, while those that consistently help students succeed can serve as models of reform for other public schools. In an economy where knowledge is our most valuable asset, a good education is no longer just a pathway to opportunity, it is an imperative. Our children only get one chance at an education, and charter schools demonstrate what is possible when States, communities, teachers, parents, and students work together*." - Barack Obama, 44th President of the United States

Vision

Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

Mission

To accomplish this Vision, Caprock Academy's Mission is to help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.

To support our mission, Caprock Academy builds upon the foundational elements of...

Character

- Community oriented
- Character education: integrated, purposeful character education based on widely accepted virtues such as integrity, respect and honor
- Strong sense of community: K-8 students serve 10 hours per school year of Community Service projects and parents/family members serve 40 hours per student/per year (see Policy SE 12.0 - Parental Involvement and Volunteering) of volunteer time; HS students serve 20 hours per school year of Community Service projects (15 hours for community and 5 on the school campus) and parents/family members serve 10 hours per student/per year of volunteer time (see Policy SE 12.0 - Parental Involvement and Volunteering)
- Active family involvement
- Firm code of conduct
- Dress code

Accountability

- Highly qualified, passionate teachers
- Independent governing CABD (increased autonomy in exchange for accountability)
- Accountable to families through yearly surveys
- Ongoing staff and CABD development
- Student evaluations
- Accountability council will adhere to all state accreditation standards

Academics

- Learned citizens draw on the knowledge of the Ancients (scholarship)
- Accelerated academic program exceeds Colorado standards
- Classical Education (Grammar, Logic and Rhetoric):students are explicitly taught to seek the truth and use truth to have a conversation
- Latin instruction provides a foundation for language acquisition of American English, as well as European languages
- Core Knowledge curriculum provides solid, sequenced, specific and shared learning
- Curricula chosen that reflects the mission of Caprock Academy are proven effective through solid research and proper implementation

A classical education for modern times.

A Word from the Head of School

Dear Caprock Academy Parents and Students,

Welcome to a new school year at Caprock Academy, and to a special year as we celebrate our 20th anniversary. It is an honor to join a school with such a strong tradition of excellence and become part of this remarkable community.

For twenty years, Caprock Academy has built a lasting foundation rooted in Character, Accountability, and Academics. That legacy reflects the commitment of families, faculty, staff, and students who believe education is about much more than academic success. Together, they have created a school where students are known, challenged, and prepared for lives of purpose, service, and integrity.

At the heart of Caprock Academy is a Classical philosophy of education. We believe students should study the great ideas, influential figures, and defining events that have shaped our nation and world. Through history, literature, science, and the arts, students gain the knowledge and wisdom needed to understand the world and their place in it.

Equally important is the development of character. Knowledge alone does not create good citizens. Our mission is to cultivate honesty, respect, integrity, perseverance, courage, responsibility, and compassion, the virtues that form the foundation for lifelong learning, leadership, and service.

This mission succeeds through a strong partnership between school and home. Parents are a child's first teachers, and together we challenge, encourage, and support every student as they grow intellectually, socially, and morally.

As we celebrate twenty years of excellence, we remain committed to developing students of strong character, intellectual curiosity, and personal responsibility. Thank you for the trust you place in Caprock Academy. It is a privilege to serve your families, and I look forward to a wonderful year of learning, growth, and success.

With best wishes for a wonderful school year,

Brian Goodbar
Head of School

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How to Contact Caprock Academy

- School Phone Number: (970) 243-1771
- School Attendance Line: (970) 243-1771
- School Fax: (970) 243-3612
- Website: www.caprockacademy.org
- Email Address: info@caprockacademy.org
- School Address: 714 24 ½ Road Grand Junction, CO 81505

According to Health Department Guidelines, we are required to notify you that Caprock Academy is an asbestos-free school. However, to comply with state and federal regulations, we have an asbestos management plan. If you wish to see it, please contact The Head of School.

Caprock Academy Board of Directors (CABD)

The CABD oversees the educational and operational policies of the school to ensure continued adherence to the vision and mission.

The implementation of policies and procedures and daily operations are the responsibility of Caprock Academy's administrative personnel.

The CABD meets to discuss school operations. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed.

- Requests, concerns, and information may be offered by parents, students, and teachers during the scheduled community comment times at the CABD meetings.
- All other spoken comments must be presented in writing to the CABD president one week prior to the CABD meeting in order for them to be accurately reflected in the CABD agenda.
- All meetings are open to the public, and your attendance is not only welcomed but also encouraged.
- Meeting agendas are posted 24 hours in advance on the front office door and on the school website.
- For issues involving personnel, contracts, or other sensitive matters, the CABD holds executive sessions prior to the regularly scheduled CABD meeting according to the Colorado Open Meetings or "Sunshine Law."
- The lengthy documents regarding the curriculum and operation of the school (Charter and Amendments) are on our website and are available in the office for perusal or purchase by parents.
- The governance documents can be found in the Caprock Academy administrative offices.

Board of Directors

Mr. KJ Kline - President
Mr. Ryan McCulley- Vice President
Mr. Randy Wilkens- Treasurer
Mrs. Jenna Coffman -Secretary
Mr. Josh Quigley - Member
Mr. Joe Goodwin - Member

Administrative Staff

Head of School - Mr. Brian Goodbar
K-6 Dean - Mrs. Takara Montover
7-12 Dean - Mrs. Raluca Perrett
Director of Safety and Security - Mr Chance Ballegeer
Director of Support Services - Mrs. Kim Christensen
Director of Athletics and Activities - Mr. Dylan Albert
Director of Finance - Mrs. Jennifer Buniger
Director of Facilities - Mr. Jack Holt
Director of Communications - Mrs. Tisha Moore
Director of Human Resources - Mrs. Christine Santisteban

Office and Support Staff

Executive Assistant to the Head of School and Office Manager - Mrs. Nicky Quinlan
Front Desk Assistants - Mrs. Deana Orient and Mrs. Kristen Blomquist
Registrar - Ms. Darlene Rice
Student Information System Manager - Mrs. LaRisa Rundquist
School Nurse - Mrs. Megan Murray
Health Technicians - Ms. Aymee Rummel and Mrs. Kilee Peck
School Counselors - Mrs. Julie Ritchey and Ms. Megan Warkoski
Attendance Secretary & Reports Associate - Mrs. Heidi Kellogg
Assessment Coordinator - Miss Kerri Schulze
Facilities Assistant - Mr. Carter Synhorst
Childcare Director - Mrs. Brianna Rice

ACADEMIC PROGRAM POLICIES - AP

Policy AP 1.0 - Academic Program

Caprock Academy serves students across three academic divisions:

- Elementary School: Grades Kindergarten through 6th
- Middle School: Grades 7th through 8th
- High School: Grades 9th through 12th

Each division is designed to provide age-appropriate instruction, curriculum, and support services that meet the academic and developmental needs of students at each level.

Policy AP 1.1 - Educational Priorities

The CABD desires that all students receive a classical, liberal education. To this end the CABD has determined the following educational priorities.

- Basic cognitive skills: reading / writing / mathematics.
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics.
- Other classical subjects: music, art, and Latin.
- Auxiliary subjects: foreign languages, P.E., performing arts, and other social sciences.
- Extracurricular activities of any type as defined by the Head of School.

K-8

The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the school will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The CABD and Head of School will determine these instances. The Head of School will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught in grades K-8.

9-12

The High School will feature an advanced arts and sciences curriculum. The objective of the high school curriculum is to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western Civilization sequence. In all humanities courses, priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. In all subjects, textbooks will be used as a resource, not as the basis of the curriculum. The curriculum will exceed the State and District Model Content Standards. Teachers must develop a curriculum under the direction of the Head of School who is accountable to the CABD.

Policy AP 2.0 - Special Events and Field Trips

Policy AP 2.1 - Special Events: Parties

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event or party must be approved by the Head of School or Dean prior to its occurrence. Approval for one year does not carry over to the next.

Policy AP 2.2 - Special Events: Guest Speakers

Guest speakers utilized during the school day must speak on topics covered in the course or grade. If possible, the students should be in the process of studying the topic to be presented. The Head of School or Dean must approve Guest Speakers prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next. The Head of School or Dean must screen Guest speakers who cover controversial topics. The screening may include an interview of the guest by the Head of School or administrative designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence.

Parents may have students excused from such presentations and understand that the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

Policy AP 2.3 - Field Trips

Field trips must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. The Head of School must approve field trips a minimum of 2 weeks prior to planning. The teacher must submit the Field Trip Request Form to the Dean and obtain a signed approval prior to notifying students, parents, and front office of the event. The business office must review and sign the Field Trip Request Form to verify costs and cost estimates prior to notifying students, parents, and front office of the event. A permission slip signed by the parent/guardian of each student must be obtained prior to occurrence of the field trip.

Whenever parents are driving, each driver must complete the Volunteer Field trip Driver Application which includes submitting a copy of his/her driver's license, vehicle registration, and proof of insurance a minimum of 1 week in advance.

Teachers must adhere to these guidelines:

- The chaperone to student ratio must be a minimum of 1:10.
- Chaperones must submit a copy of their current driver’s license and be registered with Caprock Academy as a volunteer.
- The following must be completed and submitted to the business office prior to the event:
    - Document of Rules, signed by students,
    - Document of Responsibilities, signed by chaperones,
    - Established Discipline Policy,
    - Written Emergency / Accident Procedures.

If any of the aforementioned criteria are not met, the field trip will be canceled. The Head of School will meet with the field trip sponsor a minimum of 3 days in advance of the trip to verify the completion of the requirements. If the trip is canceled due to violation of the field trip policy, the school will refund the students. Extended field trips will follow Caprock Academy guidelines and must be approved by the CABD.
The Head of School may deem a student ineligible for off-campus field trips based on misconduct.

Policy AP 2.4 - Field Trips with Overnight Stays

All extended field trips require specific CABD approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have the approval of the Head of School. Any

increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants.

Caprock Academy Guidelines for Extended Field Trips (including overnight extra-curricular events)

All extended field trips shall meet the following Caprock Academy criteria for approval:

- Field trips are for the educational enhancement of Caprock Academy students. Field trips shall be directly related to a course or area of study in accordance with established curriculum guidelines and shall be based upon clearly stated, educationally related objectives.
- All Caprock Academy policies that have not been waived by Caprock Academy apply to extended field trips, and teacher and student behavior must be followed. The field trip sponsor should contact the Head of School/Head of School designee to receive a current list of all applicable policies.
- High school students participating on extended field trips may receive course credit and a letter grade that will appear on their transcript. Any credit earned will be determined by the Head of School prior to the trip.

A teacher who wishes to sponsor an extended field trip should follow the steps outlined below.

- The trip sponsor(s) shall notify the Head of School of the desire to plan and conduct an extended field trip. After the Head of School gives approval to plan the trip the sponsor shall complete a Preliminary Field Trip Approval form, submit a proposed itinerary/budget and have it signed by the Head of School. After an approval signature has been obtained, the sponsor(s) shall prepare a detailed proposal to conduct an extended field trip, which shall include the following:
    - An outline of course or subject area goals to which the tour is complementary.
    - Trip goals for students.
    - The manner in which the instruction is to be provided.
    - Instructional materials to be utilized.
    - An itinerary with proposed dates.
    - A preliminary list of adult chaperones and other arrangements for supervision.
- At least ninety days prior to the field trip, the trip sponsor will submit the signed Preliminary Field Trip Approval form, the detailed proposal for the field trip, and estimated cost as an agenda item to be reviewed by the CABD for final approval. Extended Field Trips to foreign countries will be presented no later than 180 days prior to the trip.
- Selection of travel agencies and carriers shall be made by the trip sponsor(s) and shall be approved by the Head of School on the Preliminary Field Trip Approval form. Only commercial means of transportation (e.g., bus companies, airlines, etc.) may be used for extended field trips. Parents are responsible for travel to and from the point of departure unless other arrangements have been made.
- Overnight trips may be exclusive to all males or all females when only one sponsor is available for the trip. In trips where male and female students attend, both an adult male and female sponsor shall be required. In selecting adult chaperones, priority will be given to Caprock Academy staff members.
- Exceptions will be made when there are not enough qualified adults to meet chaperone needs. A sufficient number of adult chaperones, as determined by the Head of School, must accompany the extended field trip to ensure the safety and good conduct of students. The required ratio is one adult chaperone for every 10 or fewer students. The trip sponsor(s) are responsible for informing accompanying adults of their duties and responsibilities. The Head of School is responsible for final approval of all adult chaperones.
- Caprock Academy staff members, other adults, parents, siblings, and Caprock Academy alumni may accompany students on extended field trips if they receive prior approval by the Head of School to do

so. These participants may not share lodging with Caprock Academy students unless permission has been granted by the Head of School. All participants are expected to follow the same tour itinerary, comply with the same behavioral expectations that apply to Caprock Academy students, and pay their own expenses. Participants who are not Caprock Academy faculty, staff or students must be registered Caprock Academy volunteers. All parent participants should be willing to serve as chaperones if needed.

- Under no circumstances shall any person be included in an extended field trip who has not been approved by the Head of School.

Responsibilities for Trip Sponsor(s) Conducting the Extended Field Trip

- The trip sponsor shall hold required orientation meetings with parents/guardians, students, chaperones and other trip participants prior to departure in order to clarify the responsibilities and review the acceptable standards of conduct of all participating parties. At this meeting, copies of the following documents will be given to the parents/guardians of each participant:
    - Behavior Contract/Document of Rules (Document of Responsibilities for chaperones)
    - Extended Field Trip Release, Indemnity, Assumption of Risk and Power of Attorney
    - Medical History
- Completed and signed forms must be submitted with the first payment for the trip and are required for all trip participants who are not Caprock Academy employees.
- The trip's sponsor(s) shall prepare a roster which includes the address and telephone numbers of parents/guardians and pertinent medical information for all students on the tour. The trip sponsor(s) shall take one copy of the roster on the trip and shall leave a second copy with the Head of School/Dean. This information will be used to contact parents/guardians if an emergency should occur.
- The trip sponsor(s) shall handle medical and other emergencies while on the extended field trip and will be responsible for the welfare of the group. Receipts and claim checks must be completed for medical or other insurance claims. First aid kits shall be required on all field trips. It shall be the responsibility of the trip sponsor(s) to alter the itinerary or program of the extended field trip if local circumstances endanger the welfare of participants. Should an emergency occur, the trip sponsor(s) is responsible for notifying the Head of School and/or Dean by telephone as soon as possible.
- The trip sponsor(s) shall assume responsibility for student conduct consistent with the school's policies and regulations governing student behavior. Use of the "buddy system" or similar partner system is required to ensure constant awareness of each student's whereabouts, needs, and participation.
- Upon returning from the extended field trip, the trip sponsor(s) shall complete a Student Field Trip Evaluation form, including a summary of the itinerary and instructional activities, and shall submit the report to the Head of School. A detailed final accounting of receipts and expenditures must also be filed with the business office within five business days after returning from the trip.

Remuneration and Other Conditions for Tour Director(s) and Chaperones

- Caprock Academy personnel on the extended field trip who are under contract with Caprock Academy shall be considered a part of the regular school faculty and shall be governed by the policies, procedures, rules, and regulations established for all Caprock Academy employees.
- Neither the trip sponsor(s) nor other Caprock Academy employees shall accept or receive compensation other than the cost of their portion of the trip and incidental expenses (meals, taxes, and tips) incurred on the trip. The cost of the trip to participating students may reflect no more than the legitimate expenses expected to be incurred by the student and a portion of the legitimate expense of the tour director(s) and other adult chaperones and supervisory personnel.

- All extended field trips must have liability insurance protecting all the trip attendees, the school, and CABD. If not covered by the existing Caprock Academy insurance policy, the cost of this insurance must be covered by the fees collected from the participants or other fundraising sources.

Students

- Participating students must comply with all Caprock Academy policies and regulations governing student behavior and with other conditions and directions of the trip sponsor(s) and/or adult chaperones. Students are prohibited from the possession or use of weapons; possession, purchase, or consumption of alcoholic beverages, tobacco, drugs (other than those prescribed by a physician), and/or toxic vapors at any time. The Caprock Academy Student's Guidelines of Behavior will be enforced on all field trips. A student who has been expelled or suspended from school is ineligible for participation in an extended field trip, depending on the length of suspension/expulsion. Only the Head of School may grant permission for such a student to participate in an extended field trip.
- Students will not be permitted to leave the field trip group during the trip unless they are released by the trip sponsor(s) to parents/guardians.
- If students return to the school from a trip after school hours, the trip sponsor(s) will make provisions for their safe departure home, taking into account the age of the students and the hour of arrival at the school.
- Students whose conduct is disruptive to the trip and in violation of the above requirements may be disciplined or sent home by the trip sponsor(s). A student may not, however, be sent home without prior arrangement with the Head of School/Dean and the student's parents/guardians. The student's family is responsible for any additional cost incurred in sending a student home early. Students whose conduct is disruptive may receive a failing grade for the course associated with the trip that will appear on their permanent transcript.

Policy AP 3.0 - Academic Textbooks and Supplies

Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given to a student are lost, the student must pay for any needed replacement. If loaned materials are lost or damaged the student must also pay for its replacement. In the case that reimbursement has not been made to Caprock Academy for lost or damaged materials, no further materials may be purchased or issued to that student until the past due fees are paid.

Financial assistance is available for those who qualify. Please see the fee schedule for details concerning financial assistance.

Policy AP 4.0 - Human Sexuality, Evolution, and Controversial Issues

Policy AP 4.1- Teaching Human Sexuality

Caprock Academy adheres to the Core Knowledge Sequence as stipulated in the school's Charter Contract with the Charter School Institute. The Core Knowledge science curriculum instructs 5th-grade students in cell division, plant and animal reproduction, and life cycles. Topics on "The Human Body" include the science of "Changes in Human Adolescence," puberty, the endocrine system, and the reproductive system. Caprock Academy instructs on these topics only within the domain of science.

Evening presentations with parents precede and coincide with these lesson units, and are intended to better prepare parents to address, as they deem prudent, non-scientific questions 10-year-olds are likely to pose

when prompted by this particular science unit. Related lessons in other grades are likewise fully pre-defined for parents. For example, 7th-grade-science instruction takes a deep dive into cell division, and genetics.

Caprock Academy's human-reproduction curriculum excludes non-science content such as health instruction, and instruction in human sexuality. The right and responsibility of parents to direct the education and upbringing of their children is wholly embraced by the school which accommodates all parental "opt-out" directives.

Policy AP 4.2 - Teaching Evolution

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in the seventh grade. Caprock Academy will adhere to the Core Knowledge Sequence. The theory of evolution in relation to human origins will not be taught at this time. In the high school biology class, the evolutionary theories of human development will be canvassed.

The teaching of evolution is not intended to exclude other theories of origin, such as Creationism or Intelligent Design, and parents are encouraged to discuss such other theories at home as they deem appropriate.

Policy AP 4.3 - Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are differences of opinion and passions run high. Controversial issues will only be explored when emanating from some part of the curriculum (9-12). When these subjects come up, teachers will present an impartial view of both sides without proselytizing.

Contemporary controversial issues will not be discussed in elementary school even if part of the CK sequence, without Head of School approval.

Policy AP 5.0 - Student Publications

Student publications must uphold Caprock Academy's mission, philosophy, character pillars, and CABD policies. The purpose of such publications is to inform the Caprock Academy's community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted in the student newspaper subject to prior review from the Head of School.

Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Head of School acts as the final editor in all cases.

Policy AP 6.0 - Student Video and Internet Access

Policy AP 6.1 - Video Viewing

From time to time, videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Head of School or Dean in order to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate.

Policy AP 6.2 - Internet/Network Use

Student Internet/Network Acceptable Use Policy:

- Caprock Academy recognizes the importance of network and internet access as a valuable resource in the educating of today's youth. We also recognize the need for supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. It is understood that this access is a privilege, not a right, and all students and staff are expected to practice proper and ethical use of these systems. The use of these systems is monitored and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education. Caprock Academy does not assume responsibility for system failures that could result in the loss of data.
- User Accounts
    - Access to the network requires the granting of a user account. The following criteria will govern the granting of an account.
        - No user accounts will be granted to K - 4th grade students.
        - User accounts for the Internet for 5th –12th grade students may be granted for classroom or research purposes only.
- Electronic Mail
    - Students are not allowed unsupervised access to or use of personal electronic mail resources.
- Netiquette
    - During supervised classroom activities on the network, such as "Pen Pals Abroad," students are expected to observe the same standards of behavior as they do in the classroom.
    - Be polite and courteous.
    - Never reveal any personal information about yourself. This includes addresses, phone numbers, and credit card numbers.
    - Do not reveal the addresses or phone numbers of any other student or member of the staff.
- Network Security
    - Periodically you may be allowed to access other networks and/or computer systems. These are to be used for research purposes only. Do not make copies of copyrighted materials.
- Penalties for inappropriate actions: See Policy SE 4.0 - Discipline

Policy AP 7.0 - Grading

Policy AP 7.1 - Grading Scales

Grades will be assigned in all subjects. Caprock Academy will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject.

In this scheme, the following letter grades have these meanings:

- A - Mastery
- B - Proficiency
- C - Sufficiency (Competence)
- D - Insufficiency
- F - Failing

In addition to these general parameters, we will be using the following grade scales for 2nd-8th and High School. High School courses taken in 7th or 8th grade will be graded according to the High School grading scale.

The letter and numerical grades for this system are listed below:

2nd-8th Grades
A 94-100%
A- 90-93
B+ 87-89
B 84-86
B- 80-83
C+ 77-79
C 74-76
C- 70-73
D+ 67-69
D 64-66
D- 60-63
F 0-59

High School		
	Standard Course GPA Credit	Honors/AP GPA Credit
A 90-100%	4.0	5.0
B 80-89%	3.0	4.0
C 70-79%	2.0	3.0
D 64-69%	1.0	2.0
F <64%	0.0	0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten and first grade, where the scale will reflect A, B, C, and Needs Improvement.

Incompletes will only be given under special circumstances as determined by the Head of School.

To be in good academic standing the student must maintain a 2.0 Grade-Point Average.

Advanced Placement and Honors classes are intended for those students with proven high academic performance. Students are encouraged to consider the higher standards and heavier workloads of Honors and AP classes before choosing them over traditional classes.
[Updated December 2024 to take effect 25-26 school year]

Policy AP 7.2 - Concurrent Enrollment

Caprock Academy's primary aim for students in high school is to prepare them for post-secondary education. In light of this, Caprock does not support replacing its full curriculum at the high school level with concurrent enrollment classes. However, in recognition that students can benefit from earning college credit while in high school in order to pursue post high school goals more thoroughly, Caprock allows students to register for concurrent enrollment classes in either an on-campus or online format through the post-secondary institution(s)

of Caprock's choosing. Students may only choose to take a concurrent enrollment class from an institution of higher education with whom Caprock Academy has partnered.

Concurrent enrollment classes have collegiate level expectations and therefore great care should be taken when choosing to enroll in a concurrent enrollment class.

Students interested in Concurrent Enrollment must meet the institution of higher education's enrollment requirements.

- Caprock will be financially responsible for tuition costs for concurrent enrollment classes.
- Students may be responsible for additional class costs, such as materials and books.
- Students who qualify for Free and Reduced Lunch status may be able to waive additional class costs that would otherwise cause there to be a barrier to concurrent enrollment.
- Required courses for graduation (traditional or Honors/AP) that may not be replaced by an online concurrent enrollment class:
    - English
        - Composition I, Classical Lit., British Lit., American Lit., World Lit., Rhetoric
    - Social Science/History
        - Western Civ. I, Western Civ. II, Eastern Civ. I
    - Language
        - Latin I
    - Philosophy
        - Moral Philosophy I
- All online concurrent enrollment courses must exceed what is offered on campus (e.g., Spanish II may not be taken online if Spanish II is offered on campus).
- All Concurrent Enrollment classes will have a value of 0.5 high school credits per semester, regardless of how many college credits are earned. Students will receive a separate college transcript that will detail the college credits the student has received.
- Grades earned through any concurrent Enrollment class taken through an institution of higher learning will translate to the weighted GPA scale.

Students who score below 70% in a concurrent enrollment class will not be eligible to register for concurrent enrollment classes for one full semester (e.g., if a student scores below a 70% during the fall semester of 2022, they will not be eligible to register for another concurrent enrollment class until the fall of 2023). If a student fails to complete or earns a failing grade in a concurrent enrollment class, the school will not charge the family the cost of the class, per state statute C.R.S. 22-35-105(4) (a- c). In the event an AP/Honors level class is also a concurrent enrollment class, the student must also meet the continuing enrollment requirements for Honors/AP classes. The Head of School may waive the preceding enrollment requirements in exceptional cases.

Policy AP 7.3 - Class Rank, Valedictorian, and Salutatorian

Final class rank for seniors will be based solely on the classes taken at Caprock Academy by full-time students. Only students who have attended Caprock Academy for at least the complete junior and senior years will be given a class rank. Students who come just for the senior year may graduate but will not be ranked.

The system of ranking students who have attended for different numbers of years will be as follows:

- The students who attend full time for four years will all have their cumulative grade-point averages compared.
- The students who attend full time for three years will have their cumulative grade-point averages compared to the three-year averages (sophomore-senior) of the above students.
- The students who attend full time for two years will have their cumulative grade-point averages compared to the two-year averages (junior-senior) of the above students.
- The students who attend full time for only one year will not be ranked. Nonetheless, in writing letters of recommendation to colleges, the Head of School or Dean will inform admissions officers of what the student would be ranked in his or her graduating class. The selection of valedictorian and salutatorian will be based upon final grade point averages and upon good standing in terms of character. Students found guilty of academic dishonesty or similar offenses will not be ranked. In line with the process detailed above, both the valedictorian and the salutatorian must have attended Caprock Academy full time for two complete years upon graduation. The final class rank will be determined after the first semester of the senior year. It is important to make the cutoff at that point since colleges will wish to know the final rankings as soon as possible and since the valedictorian and salutatorian should be afforded the opportunity of including their honors on their graduation invitations. All students must nonetheless complete all graduation requirements prior to the end of the last semester in order to graduate.
- In the unlikely event of a tie for a certain place, two or more people may hold the same class rank. The subsequent place in rank will not be skipped. For example, if two students tie for third place, the next student in rank will be fourth.

Policy AP 7.4 - Homework and Classwork

Homework is a fundamental part of our general academic program.

The expected daily homework time allotment for each grade is as follows:

Kindergarten: 10 minutes plus family reading time
Grade 1: 10 minutes plus family reading time
Grade 2: 20 minutes plus reading time
Grade 3: 30 minutes plus reading time
Grade 4: 40 minutes plus reading time
Grade 5: 50 minutes plus reading time
Grade 6: 60 minutes plus reading time
Grade 7: 70 minutes plus reading time
Grade 8: 80 minutes plus reading time
Grades 9-12: 2 hours plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level.

Advanced or honors classes may require additional homework time. For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher.

Remediation

In order to help all students achieve their highest academic and character potential, remediation procedures will be established by grade-level or department specific educational teams and approved by the corresponding Deans and Head of School. Procedures will reflect developmentally appropriate expectations and will be consistent within K-6 grade levels and 7-12 grade levels. Remediation procedures will be communicated to parents.

Late Work Policy

In order to help all students achieve their highest academic and character potential late work procedures will be established by grade-level or department specific educational teams and approved by the corresponding Deans and Head of School. Procedures will reflect developmentally appropriate expectations and will be consistent within K-6 grade levels and 7-12 grade levels. Late work procedures will be communicated to parents.

Procedure Review

Once the remediation and late work procedures have been approved for the school year, they will not be changed until the end of the school year.

[Updated August 2025]

Policy AP 8.0 - Plagiarism/Cheating

Plagiarism will not be tolerated by any teacher in any subject. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of plagiarism.
- The teacher will inform the Dean of the plagiarism.
- Either the teacher or the Dean will inform the student's parents of the plagiarism.
- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing the student's own work. Whenever a teacher suspects two students of cheating, the teacher should speak with the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy the student's work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

Policy AP 9.0 - Reporting

In addition to the regular grading of assignments, the following means will be employed to inform parents of their student's academic progress:

- After the 5th full week of school, teachers will provide progress reports or make them available electronically.
- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Quarterly and semester report cards will be mailed or sent home.
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress.

Parents have the ability to review student progress at any time via internet access to Caprock Academy teachers' grade books.

- Grades will be posted within 7 business days after the due date.
- Missing assignments can be monitored by parents.
- There will be a computer available for parents to use in the lobby. Access will be from 7:15 am - 3:30 pm on school days.
- Parents are encouraged to notify the teacher, and then the appropriate Dean, if there is no assignment/grade information for a particular academic subject or course.

<u>Report Cards</u>

Student report cards are completed at the end of each quarter. Final report cards will be mailed approximately two weeks after the end of the school year. It is the sole responsibility of parents to provide the school with current mailing addresses.

Any course grade appeals must be submitted to the appropriate Dean no later than one week after report cards are sent home.

Policy AP 10.0 - Promotion and Grades

Policy AP 10.1 - Promotion

K-8 Students

A student may pass to the next grade if he reads just above grade level. For example, first graders must read at a minimum of a 2.0 instructional level to pass to second grade; second graders must read at a minimum of a 3.0 instructional level to pass to third grade; third graders must read at a minimum of a 4.0 instructional level to pass to fourth grade (2.0 means 2nd year 0 months). To avoid loss of reading skills over the summer, a summer reading program is in effect. This will consist of reading specified works. These reading assignments should be completed before the first day of school and their completion will be evaluated by teachers.

In addition to literacy, K-8 students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; history; math; science) over the course of the year and attained at least a C average. Competence is attained by not only knowing the material, but by completing assigned work. Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level will be retained. “Borderline” cases will be decided by the teacher and the Head of School.

In addition, students in grades K-2 must achieve mastery of the phonograms at the following minimum levels:

- Kindergarten: 80% of phonograms taught at the kindergarten level.
- First grade: 80% of phonograms taught at the first-grade level.
- Second grade: 100% of phonograms taught at the second-grade level.

Age is the second criterion for placement in a grade level at Caprock Academy. A student must fall within state guidelines to enter a grade.The upper age limit for 9th - 12th graders will be determined by Caprock Academy’s administration in accordance with Colorado law.

High School Students (Grades 9-12)

A student must attain a 1.7 GPA in core courses (English, history, math, science) and the minimum number of credits to pass to the next grade level.

Minimum credits for each grade level designation are as follows:

- 6 for tenth grade (sophomore)
- 12 for eleventh grade (junior)
- 20 for twelfth grade (senior)

Students who get a C in a single class may retake that class with the approval of the Head of School or Dean. A grade of D in a single class may be a passing grade and may be awarded credit when recommended by the teacher and approved by the Head of School or Dean. Failing a core course will require the student to re-take the class. A student who fails an elective course may retake that course with the approval of the Head of School or Dean.

See Policies AP 7.1 - Grading Scales and Policy SE 19.0 - Enrollment/Waitlist

Policy AP 10.2 - Grade Level Placement of Newly Enrolled Students
If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the Head of School or Dean, and the Assessment Coordinator.

Policy AP 10.3 - Re-admittance
Students who have left Caprock Academy due to retention in a grade and later choose to re-enroll will be re-admitted based on the retention. Once placed in the lesser grade, if the Caprock Academy's teacher observes mastery of the skills and materials by that student, the student may then be placed in the next grade.

If approved by the Head of School, a formal evaluation may occur to determine appropriate placement in lieu of the placement in the lesser grade.

Policy AP 10.4 - Admissions During the Current School Year
Full-time Students
Space permitting, K-8 students will be admitted through the third Friday after the first Monday in January. High School students will not be admitted after the fall enrollment period (Oct.1st) or after 11th Grade.

The Head of School may consider special circumstances of a family and admit a student at any time if it is in the best interest of the student and school.

Part-time Students
Part-time students must come to the school at a specified time and leave the school upon completion of their last course for the day. These students may not come and go due to the closed campus. Part-time students are not eligible for the honor roll, all-school awards, or school scholarships. Space permitting, high school students may enroll in any available course.

K-8 may not attend Caprock Academy part- time.

Enrollment for Kindergarten and 1st grade students is dependent upon the age criteria for placement as determined by Colorado law and the funding of students.
See Policy AP 7.0 - Grading Policy and Policy SE 19.0 - Enrollment/Waitlist

Policy AP 10.5 - Graduation Requirements
Caprock Academy will award students their diplomas. Students must earn at least 28 credits to graduate but may have the opportunity to earn 32 credits.

To graduate from Caprock, students must take at least:

- 6 English Credits
- 3 Math Credits
- 4 Social Science/History Credits
    - At least one Social Science/History credit must be American Government or an equivalent class with a Civics component.
    - The following classes comply with the requirements listed in C.R.S. § 22-1-104.7. Teaching of Holocaust and Genocide Studies

        - American History
        - AP US History
        - European History
        - AP European History
        - Modern History
- 3 Science Credits
- 2 Foreign Language Credits (At least 1 credit of Latin)
    - Note: you must have two consecutive foreign languages to meet the requirement.
- 2 Fine Arts Credits
- 1 Philosophy Credit
- 1 PE Credit
    - Each season of competitive sports will count as .5 PE credits. Additionally, students may earn PE credits for participation in activities such as sports, cheerleading, dance, or marching band at another school or organized club. Participation must meet the requirements of 2 hours per week for 8 consecutive weeks for each .5 credits earned, not to exceed a total of 1 credit hour. Participation with organized clubs must be documented on the organized club's letterhead and signed by the individual in charge of the activity. Participation at other high schools is documented by the Caprock Academy Athletic and Activities Office.
- ½ Technology Credit
- ½ Economics Credit
- ½ Personal Finance
- 4½ Elective Credits

Note: HS students are encouraged to perform 20 hours of service to the community per school year (15 hours for community and 5 hours on the school campus). Total service hours will be noted on the official transcript.

Graduating high school students will also complete an Individual Career and Academic Plan (ICAP), and they will demonstrate College and Career Readiness through one of the following:

- Meet or exceed the cut score or criteria on a state-approved measure of College and Career Readiness in English and Math by completing one of the options in the table below, OR
- Complete the requirements and goals as listed on a student's Individual Education Plan (IEP), English Language Development Plan (ELDP), or Advanced Learning Plan (ALP), which may include modified content standards.

<u>College and Career Readiness Demonstrations</u>

- The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.
- Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in each of the content areas: English and Math.

Measure (Assessment Tool)	English Cut Score/Criteria	Math Cut Score/Criteria
ACT National college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.	Score of at least 18 on ACT English	Score of at least 19 on ACT Math
Advanced Placement (AP) AP exams test students' ability to perform at a college level. AP exams which will fulfill this menu option are identified on the accompanying exhibit. Scores range from 1 to 5 (highest).	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB) Comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	Score of at least 31	Score of at least 31
SAT College entrance exam that is accepted or required at nearly all four year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	470 on Evidence-Based Reading and Writing	480 on Math
District Capstone Project Multifaceted body of work that serves as a culminating academic and intellectual experience for students.	Students will complete a Senior Thesis paper on "What is the Good Life," taking into account learning from English Literature classes from throughout their high school career. Requirements for obtaining a passing grade on the senior Thesis paper will be held by the Caprock Academy English Department and approved by the Head of School.	Students will complete a portfolio in Senior Personal Finance and Economics class incorporating both life skills and mathematical concepts in order to show high school graduate competency in the area of mathematics. Requirements for obtaining a passing grade on the Senior Portfolio will be held by the Caprock Academy Math Department and approved by the Head of School.

Policy AP 10.6 – Eligibility (K-12)
Students are only eligible for extracurricular activities if they have a 2.0 GPA (grades 9-12) or cumulative C average (K-8) in all classes. Academic eligibility for grades 9-12 will be determined on a bi-weekly basis per CHSAA guidelines. Academic eligibility for 6-8 will be determined with quarter ending grades. Ineligible students will remain ineligible for the remainder of the following quarter.

Students may be banned from extracurricular activities following a suspension or misbehavior during the extracurricular activity.

Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. The Head of School may deem a student ineligible for the following season based on misconduct.

Policy AP 11.0 - Extracurricular Activities
Students will be allowed to participate in extracurricular activities outside of the school day. Students will be allowed to leave school as early as 3:00 pm for practice and will be excused from classes when there are games or competitions from other clubs. Documentation of official school correspondence from the school of participation will be required, at the beginning of the season (or as soon as possible in the event of modification) with scheduled start times -- subject to parental, administrative, and eligibility approval and review. Students will be required to make up the work according to the excused absence policy. According to C.R.S. 22-32-116.5.1.a, each school district or public school shall allow any student to participate on an equal basis in any activity offered by the school district or the public school that is not offered at the student's school of attendance.

Policy AP 11.1 - Participation in Extracurricular Activities by Part-time and Non-Enrolled Students
Part-time and non-enrolled students will be allowed to participate in extracurricular activities outside of the school day. Students will not be allowed to leave school early for practice but will be excused from classes when there are games or competitions from other clubs. Students will be required to make up the work according to the excused absence policy.

According to C.R.S. 22-32-116.5.1.a, each school district or public school shall allow any student to participate on an equal basis in any activity offered by the school district or the public school that is not offered at the student's school of attendance.

Policy AP 11.2 - Off-site Extracurricular Activities
All Caprock Academy off-site extracurricular activities must be approved by the Dean or the Head of School. All adults assisting with these activities must be registered Caprock Academy volunteers.

Please see Policy SE 12.0 - Parental Involvement and Volunteering for more information on how to become a registered volunteer. A list of all sanctioned Caprock Academy off-site extracurricular activities will be maintained and updated by the Dean or Head of School.

Policy AP 12.0 - Schedule Changes

Class placements at Caprock Academy are designed to support each student's academic success. Students are expected to remain in their yearlong courses for the entire school year, with changes allowed only in special circumstances. Schedule changes may be requested during the first week of each semester using a completed Schedule Change Form signed by a parent or guardian. Any changes after the semester begins requires approval from the appropriate Dean.

Approved reasons (not limited to):

- Students have been scheduled into a course previously passed
- Students have been scheduled into a course out of sequence
- Student did not pass a prerequisite for another class
- Student has an unscheduled period
- Senior is missing a requirement for graduation
- Scheduler must consider class sizes

Policy AP 13.0 - Student Fees and Supplies

Student fees and supplies are used to:

- Provide additional educational opportunities for specific courses. Actual fees and the courses which require such fees, will be communicated in the course description. All students taking band courses or orchestra will be required to purchase music books. Certain elective classes may also require an additional fee and/or supplies.
- Provide additional resources for specific student related use. These include but are not limited to postage and mailing supplies, paper and printing supplies.

The fees above are voluntary and are non-refundable. Parents/Guardians who are experiencing financial hardship that may prevent their student from paying fees in full or in a timely manner should contact the Head of School as these fees may be partially or fully waived, or other payment arrangements may be made.

<u>Other Required Fees</u>

Official Transcripts for Alumni

- Requests for transcripts may be made by email or in writing. Be sure to include the complete address to which the transcript should be mailed. Allow at least two weeks from the time you request the transcript until it is received by the institution. Requests will not be processed unless accompanied by payment per transcript. Payment may be made by cash, check, or credit card.
- Documents mailed to overseas locations requiring extra postage shall be held until the requester has paid the complete postage cost.

All fees are set and approved annually by the CABD. All supply lists are set by the teacher and approved by the Head of School or Dean. Please see the Fee Schedule for a full list of each year's current fees.

**Students qualifying for free or reduced-price lunch under the federal poverty income guidelines, including homeless and foster students, are eligible to receive waiver of all mandatory fees, fines, and charges upon request. Families who believe they qualify for a fee waiver must contact the Head of School to make such a request.*

Policy AP 14.0 - Library Resources

Purpose

This policy establishes clear, transparent procedures for the acquisition, retention, display, use, and reconsideration of school library resources. It ensures compliance with state law, safeguards student access to diverse materials, supports parental involvement, and protects staff members acting in good faith.

Scope

This policy applies to all library resources (print and non-print) maintained by the school library. It does not apply to classroom-only instructional materials.

Definitions

- Library Resource: Any print or non-print material (e.g., books, e-books, periodicals, videos, audio recordings, digital content) found in the public school library.
- Library Staff Member: Any certified or non-certified employee, contractor, or volunteer responsible for library functions.
- Obscene Material: Content defined as obscene under C.R.S. § 18-7-101(2).
- Parent: A student's biological or adoptive parent, legal guardian, or other person with legal custody.
- Protected Class: Any group protected under state or federal anti-discrimination law (e.g., race, gender identity, religion, disability).
- Reconsideration Request: A formal written request by a parent seeking removal or restricted access to a specific library resource.
- Standards: The criteria outlined in C.R.S. § 22-1-148(3), which include protections for free speech, non-discrimination, and the exclusion of obscene materials.

Acquisition, Retention, Display, and Use

In accordance with C.R.S. § 22-1-148, the school shall maintain written, viewpoint-neutral procedures governing the selection, retention, display, and use of library resources. These procedures must comply with the following criteria:

- Selection Criteria
    - Library resources must be selected based on their educational, informational, or literary value and their suitability for the age and maturity levels of the students served.
- Retention and Removal
    - Resources shall be retained or removed based on consistently applied collection development and maintenance criteria, not on the personal or political viewpoints of the material.
- Display and Accessibility
    - Materials must be displayed and made accessible in ways that:
        - Reflect the diversity of student interests, experiences, and learning needs;
        - Respect intellectual freedom and students' right to access information.
- Compliance with Legal Standards
    - All library practices must:
        - Uphold the freedom of speech protections of the First Amendment and Article II, Section 10 of the Colorado Constitution;

        - Protect against harassment and discrimination, including content or practices that marginalize protected classes (e.g., based on race, gender identity, religion, sexual orientation, or disability);
        - Exclude obscene materials, as defined in C.R.S. § 18-7-101(2) and interpreted in Miller v. California, 413 U.S. 15 (1973).

Reconsideration of Library Resources

- Eligibility
    - Only parents or guardians of currently enrolled students may submit a reconsideration request.
- Request Limits
    - A specific resource may not be reconsidered more than once every two years unless the school adopts a longer timeframe.
- Reconsideration Process
    - A parent or guardian of a currently enrolled student may submit a written request for the reconsideration of a specific library resource. Upon receipt, the school will provide a written acknowledgment of the request within 10 business days. The school will then convene a review committee, which must include at least one school administrator, one licensed educator, and one parent of a currently enrolled student. This committee will evaluate the resource in question using the standards defined in C.R.S. § 22-1-148(3) and the school's established viewpoint-neutral procedures. The review must consider:
        - Constitutional protections for freedom of expression;
        - Whether the resource discriminates against or inadequately represents protected classes;
        - Whether the material meets or violates the definition of obscenity under state and federal law.

After completing its review, the committee will submit its recommendation to the school's board of directors, which will issue a final decision. The school will notify the parent of the outcome and ensure that the final determination, along with a clear rationale, is prominently posted on the school's website. The entire review process must be completed within 60 calendar days of the school receiving the written request.

Transparency and Due Process

To ensure transparency, the school must make its reconsideration policy and procedures publicly available on its website prior to initiating any review, in compliance with C.R.S. § 22-1-148(4)(b). A library resource may not be removed, restricted, or otherwise altered in availability until the review process has been completed and a final decision is issued and posted. All reconsideration requests and related documentation are subject to disclosure under the Colorado Open Records Act.

Collection Maintenance

Routine removal due to damage, outdated content, or lack of use is permitted outside the reconsideration process.

Staff Protection

No staff member or volunteer may be terminated, demoted, disciplined, or retaliated against for actions taken in good faith under this policy. This includes acquiring, retaining, or displaying library materials in accordance with the school's established procedures, as well as refusing to remove or restrict access to any resource prior to the completion of the formal reconsideration process. Staff members who follow the selection and display criteria outlined in this policy are protected from adverse employment actions related to their professional judgment.

Roles & Responsibilities

- Governing Board/Institute Board: Approves and oversees policy compliance.
- School Librarian or Media Specialist: Manages day-to-day library operations.
- Review Committee: Reviews reconsideration requests.
- Communications Staff: Ensures policy and decisions are publicly accessible.

Policy Review

This policy shall be reviewed periodically and updated as state law evolves.

[Adopted: November 2025]

Legal References

- C.R.S. § 22-1-149 (Electronic devices in school settings - policy required)

Policy AP 15.0 - State Assessment Administration and Parent Refusal

Purpose

Caprock Academy is committed to academic excellence through the use of high-quality assessments aligned with the Colorado Academic Standards. State-mandated assessments serve as one measure of student learning and provide data that informs instruction, supports continuous improvement, and ensures accountability. This policy outlines procedures for the administration of state assessments and the rights of parents/guardians to refuse participation on behalf of their student, in accordance with C.R.S. § 22-7-1013.

State Assessments and Administration Format

In alignment with Colorado Department of Education (CDE) requirements, all state assessments at Caprock Academy are administered in an online format unless a paper-based format is required as part of a student's Individualized Education Program (IEP), Section 504 Plan, or through other approved accommodations.

The following state assessments are administered at Caprock Academy

- Colorado Measures of Academic Success (CMAS): Grades 3–8 and 11
- Preliminary SAT (PSAT): Grades 9-10
- SAT: Grade 11
- ACCESS for ELLs: Grades K–12 (for Multilingual Learners)
- Alternate ACCESS for ELLs: Grades K–12 (for eligible Multilingual Learners with significant cognitive disabilities)
- Colorado Alternate Assessment (CoAlt): Grades 3–11 (for eligible students with significant cognitive disabilities)

Annual Assessment Calendar Distribution

Caprock Academy shall provide an annual assessment calendar to all parents/guardians.

The calendar shall include:

1. A description of all scheduled state and local assessments
2. An indication of whether each assessment is required by federal law, required by state law, or selected by the school
3. The administration dates or testing windows for each assessment
4. A brief explanation of the purpose of each assessment and how results are used by CDE and the school to support student learning and school improvement

The assessment calendar shall also be posted on the school's website at the beginning of the academic year for ongoing public access.

Parent/Guardian Refusal of State Assessments

Parents/guardians have the legal right to refuse participation in one or more of the following state assessments:

- Colorado Measures of Academic Success (CMAS)
- Preliminary SAT (PSAT)
- SAT
- Colorado Alternate Assessment (CoAlt)

There shall be no negative consequences for any student or family who elects to opt out. Specifically:

- Students will not face academic penalties
- Students will not be excluded from classroom instruction, school events, or extracurricular activities
- Students will not be required to stay home on testing days

Caprock Academy shall not engage in any practice that discourages participation in state assessments or encourages families to refuse them.

The refusal process does not apply to the following assessments:

- ACCESS for ELLs/Alternate ACCESS for ELLs
- READ Act early literacy assessments
- Classroom assessments

Refusal Process

To opt their student out of eligible state assessments, parents/guardians must:

1. Submit a signed written notice of refusal (e.g., letter or school-provided refusal form) to the Assessment Coordinator or Head of School.
2. It is recommended that the notice be submitted at least one week prior to the start of the applicable assessment window, when feasible.

Refusal notices shall be:

- Valid for one academic year. A new request must be submitted each year
- Collected and securely maintained by the Assessment Coordinator

- Filed in the student's official school record

Students with a documented refusal shall be supervised during the testing period and may participate in quiet or alternative educational activities as appropriate.

Policy Review and Transparency

This policy was developed in consultation with parents/guardians and shall be reviewed and updated as needed to ensure continued alignment with CDE guidance and applicable state law.

The policy shall be posted on the school's website and made available in hard copy upon request. Questions regarding this policy may be directed to the Assessment Coordinator or Head of School.

[Adopted April, 2026]

Legal Reference

- C.R.S. § 22-7-1013 – Assessment Administration and Parent Refusal

Policy AP 15.1 - Testing Opt Out Letter

Dear Caprock Family,

This spring our students will join students throughout Colorado in taking a set of state tests called the Colorado Measures of Academic Success (CMAS), PSAT, and/or SAT. These tests use next generation technology that will provide more meaningful feedback to help teachers and parents ensure students master the skills and knowledge they need to succeed in today's world.

Federal law requires 95 percent of students overall, and in each demographic category, to take the required assessments. However, the Colorado State Board of Education passed a motion in February 2015 that says districts will not be held liable for parents choosing to excuse their children from testing.

As a result of these two policies, there is no impact on state accountability determinations for schools or districts that do not meet the federal requirement for 95 percent participation in two or more content areas due to parents excusing their students from testing. If, however, the school or district fails to meet the 95 percent participation rate requirement in two or more content areas for reasons such as students refusing to take the test without a parent excuse, then the school or district's plan type will be lowered one level.

Tests are not the most exciting part of learning, but they are an important part. Just as we take our children to the doctor for regular well-child checkups, these tests tell us how students and our schools are doing. Parents should know if their children are on the right path, and these new assessments will provide an "academic checkup" to help us know if our students are ready for what comes next.

All schools in Colorado are required to test all students using the state's tests. When students come to school during testing time, we're expecting that students will participate in those tests. We are not able to provide alternative activities for students during that time. If you choose not to have your child test they will have the opportunity to participate in Study Hall until their class is finished with testing. Some classes may not be finished until the end of the day while others may be finished earlier. Please check the schedule for details. If

your student does not attend on test day, the absence will be considered an excused absence so students will be allowed to make up any work they miss.

Your child's participation is really important to us.

If your child isn't included in the testing, we won't have a full picture of your child's academic progress in relation to the state's expectations. If your child misses the tests, you won't have the academic growth information to best understand how he or she is progressing in meeting academic expectations for his/her grade level over time. That information also gives you beneficial insights about how much value our school is providing to your child, such as determining if we helped your child achieve at least a year's worth of academic growth in a year's time.

Having consistent, accurate and fair testing results allows us to measure our overall academic health of our school and district. It's also a reliable gauge for taxpayers to account for the results of their public investment.

Sincerely,

Brian Goodbar, Head of School
Kerri Schulze, Assessment Coordinator

<u>Participation and Parent Excusal FAQ</u>

- What kinds of tests will my student take for state testing?
    - Caprock utilizes paper and pencil testing for students. Reasons why Caprock utilizes paper and pencil instead of the computer include the amount of screen time a student will accumulate during testing windows and the attention to tasks students exhibit while testing with paper and pencil instead of on a computer.
- Can parents excuse their children from taking the state tests?
    - Yes. State law allows parents to excuse their child from state assessments. This law requires districts to have policies that explain how parents may excuse a student from participating in one or more state assessments and notify parents of those policies.
- What are the consequences of excusing your child from participating in the state tests?
    - According to state law, districts cannot impose negative consequences on students or parents if a parent excuses his or her student from participating in a statewide assessment, including prohibiting school attendance, imposing an unexcused absence, or prohibiting participation in extracurricular activities. Likewise, districts cannot impose unreasonable burdens or requirements on a student to discourage the student from taking an assessment or to encourage the student's parent to excuse his/her child from the assessment.
    - It is important to note that non-participation in state assessments means parents will not have information about their child's attainment and growth on the state standards compared to other students in their school, district and state. Also, there is a chance that comparisons between schools and districts won't be available as common state assessments are the most consistent way to compare performance right now.

- Will my school or district's accreditation rating be impacted by low participation on tests?
    - Federal law requires 95 percent of students overall, and in each demographic category, to take the required assessments. However, the Colorado State Board of Education passed a motion in February 2015 that says districts will not be held liable for parents choosing to excuse their children from testing.
    - As a result of these two policies, there is no impact on state accountability determinations for schools or districts that do not meet the federal requirement for 95 percent participation in two or more content areas due to parents excusing their students from testing. If, however, the school or district fails to meet the 95 percent participation rate requirement in two or more content areas for reasons such as students refusing to take the test without a parent excuse, then the school or district's plan type will be lowered one level.
- Are there financial impacts on teachers or schools for low participation?
    - There is no fiscal impact on a district or teacher, at the state level, for parents excusing students from state assessments.

By opting out of Standardized testing I understand that:

- My student will not have data from the assessments for use for academic purposes by the teachers and staff at Caprock Academy.
- If my student does not attend on test day, they will receive an excused absence and will have an opportunity to make up any work they may have missed that day.

I have read the attached letter and understand the above statements
Signature_____ Date_____
Printed Name _____
Relationship to student(s) _____
Student_____

Please indicate which test(s) you are opting your student(s) out of by initialing next to them below:
_____CMAS _____PSAT _____SAT

Policy AP 16.0 - Remote Learning & Emergency Closure

Purpose

The purpose of this policy is to establish clear procedures for maintaining instruction continually when Caprock Academy must close and the entire school is shut down due to emergencies such as severe weather, natural disasters, public health concerns, facility issues, or other unforeseen circumstances.

Caprock Academy may implement up to five (5) Remote Learning Option days per school year in accordance with Colorado Department of Education guidance.

Remote learning will be implemented only when the full school campus is unable to operate in person. During these situations, remote learning allows students to continue their education from home while ensuring the safety of students, families, and staff.

This policy outlines expectations for communication, attendance, instruction, student participation, and technology access during remote learning days so that learning may continue with minimal disruption when in-person instruction is not possible.

Emergency Closure Notification

Remote Learning Option days may not be scheduled in advance and may only be used in response to unforeseen circumstances that prevent in-person instruction. When Caprock Academy determines that school must close or transition to remote learning, families and staff will be notified as soon as possible.

Notification Methods

Caprock Academy will communicate closures and remote learning instructions through multiple channels, which may include:

- Email to parents/guardians and staff
- Text message alerts
- Automated phone calls
- The Caprock Academy website
- Official Caprock Academy social media accounts

Notifications will include:

- The reason for the closure (when appropriate)
- Whether the day will be a remote learning day
- Expectations for students and staff
- Instructions for accessing online learning platforms
- Any changes to schedules or Caprock Academy operations

Families are responsible for ensuring that their contact information in Caprock Academy's student information system is current.

Remote Learning Schedule

Instruction provided during Remote Learning Option days shall meet or exceed required instructional hours and qualify as teacher-pupil instruction for purposes of attendance, compulsory education, and per-pupil

funding. Remote Learning Option days will follow a schedule that closely mirrors the regular school day to maintain consistency and structure for students.

For purposes of Remote Learning Option days, the educational process includes (Live) synchronous and (Recorded) asynchronous instruction, student engagement in assigned coursework, teacher-directed learning activities, and communication between students and teachers. Teachers will communicate specific schedules and expectations through Caprock Academy's learning management system.

Student Expectations

Students are expected to actively participate in remote learning and complete all assigned coursework.

During remote learning days, students must:

- Log into the school's designated online learning platform at the scheduled start time.
- Participate in live online classes or review recorded lessons as assigned.
- Complete assignments and submit work by the deadlines established by the teacher.
- Check school email and online platforms regularly for updates and instructions.
- Communicate with teachers if they experience difficulties accessing materials or completing assignments.
- Follow all Caprock Academy's conduct policies during online learning sessions.

Students should maintain a learning environment at home that is respectful, quiet, and appropriate for participation in online classes.

Teacher Expectations

Teachers are responsible for ensuring that instruction continues during remote learning days.

Teachers will:

- Provide instructional materials and assignments aligned with course objectives.
- Conduct live virtual instruction when appropriate.
- Provide recorded lessons or independent learning opportunities when live instruction is not possible.
- Post assignments, instructions, and due dates through the designated learning management system.
- Maintain regular communication with students and families.
- Be available during school hours to provide assistance, answer questions, and support student learning.
- Monitor student participation and provide feedback on assignments.

Teachers should also provide flexibility when students experience technical difficulties or other barriers to participation.

Attendance

Caprock Academy will maintain affirmative documentation of student participation and engagement during Remote Learning Option days, which may include:

- Participation in live or recorded instruction
- Assignment Completion

- Documented communication with the teacher

Attendance will not be based solely on log-in or presence in the student information system. Students who do not participate or submit work may be marked absent for the day.

Parents/guardians must notify their student's teacher if their student will be unable to participate in remote learning due to illness or other circumstances.

Grading and Academic Expectations
Assignments completed during remote learning days will count toward students' academic grades.

Teachers will:
- Provide clear expectations for assignments and assessments.
- Offer feedback and grading consistent with standard classroom practices.
- Allow reasonable flexibility when technical issues occur.

Students are expected to complete all required coursework and assessments to receive credit for their classes.

Accommodations and Student Support
Caprock Academy remains committed to supporting all students during remote learning.

Students with Individualized Education Programs (IEPs), 504 Plans, or other academic accommodations will continue to receive appropriate support services to the greatest extent possible.
Support services may include:
- Modified assignments
- Virtual support sessions
- Adapted instructional materials
- Additional communication with support staff

Families should contact Caprock Academy if additional support is needed.

Technology and Internet Access
Students must have access to a device and internet connection to participate in remote learning.

Caprock Academy may provide support by:
- Issuing school devices to students when available
- Providing guidance on accessing free or low-cost internet services
- Offering technical support for school platforms

Families who require assistance with technology should contact Caprock Academy's office as soon as possible.

Student Conduct and Digital Citizenship
All Caprock Academy's policies regarding student behavior remain in effect during remote learning.

Students are expected to:

- Participate respectfully during online classes
- Use Caprock Academy technology and online platforms responsibly and appropriately
- Maintain academic honesty

Disruptive behavior, misuse of technology, or violations of Caprock Academy's policies during online instruction may result in disciplinary action.

Duration of Remote Learning

Remote learning may continue until Caprock Academy's leadership determines that it is safe to return to in-person instruction.

All updates regarding the reopening of Caprock Academy will be communicated through official school communication channels.

Policy Review

Caprock Academy will maintain a Remote Learning Option implementation plan aligned with Colorado Department of Education guidance. This plan will outline how remote learning days are executed, including schedules, communication protocols, staff expectations, student access to instruction, and technology readiness. The plan will be communicated to staff, students, and families in advance of any Remote Learning Option day.

Caprock Academy reserves the right to modify remote learning procedures as necessary during emergency situations.

SCHOOL ENVIRONMENT POLICIES-SE

Policy SE 1.0 - Student Leadership

Any student leader on a committee or a team as well as in a club or organization that is school sponsored must demonstrate high moral character and be in good academic standing.

Policy SE 1.2 - Guidelines for Creating the School Calendar

The CABD and administration will make every attempt to adhere to the following in adoption of the school calendar:

- The calculated hours of student instruction will meet or exceed the number required by C.R.S. §22-32-109(n)(I).
- The calendar is based on contact hours equal to the requirement for High School students.
- The first semester to conclude the last day before Winter Break.
- A full week break after the first quarter and five days after the state student count date.
- A full week break during the week of Thanksgiving.
- The Winter break will be a minimum of two full work weeks. If at all possible, the majority of the break will coincide with D51 break.
- Labor Day, Martin Luther King Jr. Day, and President's Day will be observed with school in session on the Friday of the observed holiday.
- No more than an eight (8) week summer break.
- The calendar will reflect the state mandated standardized test in the spring.
- No partial days.

The school calendar will be presented to parents, students, and employees of Caprock Academy prior to its adoption, enabling comments and suggestions to be heard by the CABD. Adjustments, if deemed appropriate, may be made by the CABD.

Policy SE 2.0 - Attendance

School starts (i.e., the students in their seats, ready to learn) promptly at:

- All Grades K-12: 7:45 a.m. (Students should arrive between 7:15 and 7:35 so that they may be unpacked in the class by 7:45)

School ends (students are released from the school day)

- ½ Day Kindergarten: 11:00 am
- Full Day Kindergarten through 8th grade: 3:00 pm
- 9th through 12th Grades: 3:15 pm

Colorado State Attendance law states, in part, that "Every elementary child who has attained the age of 7 and under the age of 16 years … will attend public school for at least 968 instructional hours during the school year, and every secondary school child will attend public school for at least 1056 instructional hours during the school year." Caprock Academy's instructional hours exceed the State's requirement for minimal instructional hours.

A student cannot miss more than 10 days during the entire school year. Missing two clock hours equals a half-day absence. Missing four clock hours equals a full-day absence.

Excused Absence/Tardy

When excused absences are unavoidable, students are responsible for any make-up work assigned during their absence. Students will have two school days to make up missed work for the first day of an absence and one school day for each day missed thereafter.

The following will be considered excused absences:

- Absences for illness as reported by the student's parent/guardian.
    - Absences of five or more consecutive school days due to illness require a doctor's note. Once a student has accrued ten or more illness-related absences in a school year, the school requires written medical documentation for any additional absences to be excused. Exceptions may be approved by the Head of School, appropriate Dean or the School Nurse.
- Absences for medical or religious reasons
- Absences for mental or emotional disabilities
- Attendance at any school-sponsored activity
- Bereavement (notify school if absence will extend beyond three days)
- Attendance at parent/sibling graduation/wedding

Pre-Arranged Absences

- In order to be excused, pre-arranged absences must be approved at least three school days in advance by the Head of School or designee

To Report an Absence

All Absences must be reported to the attendance office by 8:00 a.m. either by phone at 970-243-1771, by email at attendance@caprockacademy.org or by filling out a Report an Absence Form on our website, www.caprockacademy.org. It is critical to student safety that we know where all students are on school days. You may call early and leave a message. Please notify the school every day your child will be absent from school.

Office staff will place calls and/or text messages daily to parents/guardians for unreported absences.
If no contact has been made by a parent or guardian, the student will be placed on a "pending" list for 24 hours. After that period, the absence will be marked unexcused unless it is verified by the Attendance Secretary within one week of the absence.

Unexcused Absence

If a student has more than four unexcused absences in one month or ten days in any year, the student may be classified as habitually truant according to Colorado School Law. When the parent does not explain sufficiently the reason for unexcused absences, the department of social services will be notified, a parent conference will be required, and credit will be withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered in the student's record. No daily participation points will be awarded on days of unexcused absences. Due dates for schoolwork assigned before or during an unexcused absence will not be adjusted; schoolwork assigned before or during an unexcused absence will be subject to the Late Grades section of Policy AP 7.4. Caprock Academy is not required to provide the supplies for school projects (e.g., papier mâché) that were to be completed in class during an absence.

Late Arrival /Tardiness

Tardiness is a form of absence and interferes with student learning. Classes begin promptly at 7:45 a.m. for all K-12 students. Parents are expected to have their students at school a minimum of 5 to 10 minutes prior to the start of classes. Tardy students must be checked in at the office before going to class. The school drop-off loop will be closed at 7:41 am in order to allow students enough time to get to class from the drop-off loop by 7:45. All students arriving after 7:41 will be directed through the front office.

High School

For high school classes, students who are not in the classroom by the time class begins will incur an unexcused tardy. Three unexcused tardies will be equal to one unexcused absence. Four unexcused absences in one month or ten in a school year may cause credit to be withheld.

Grades K-8

After three tardies, a letter will be sent home to inform the parent(s). Habitual tardiness will result in further disciplinary action. Three tardies equal one unexcused absence.

Extended Excused Absences

Due to the individual nature of extended excused absences including, but not limited to, acute or chronic illnesses/injuries, a terminally ill family member, or family death, the parent/guardian can expect to be informed by the Head of School or Dean in the general expectation of the faculty related to the completion of assignments and status for moving to the next grade, if applicable.

Upon returning from extended absences, the administration will notify the faculty when the 1st day assignments are due for the student. A copy of the information given to the faculty will be given to the student (HS) or parent (K-8).

Student Check-Out

Students may be taken from the school or school grounds only if the parents/legal guardians or other authorized party have signed them out in the office. School sponsored offsite activities require a teacher or sponsor to be responsible for the students. Therefore, if a parent desires to pick up his or her student at the completion of an activity, written notification must be given to the teacher or sponsor. Students may only leave the activity or event with their own parent/legal guardian unless prior written authorization is given to the teacher or sponsor. For high school students with driving privileges, please see Policy SE 22.0 - Student Driving Privileges for additional guidance.

After School Programs

There are many after-school activities available to Caprock Academy students. If students are not a participant or observer at a scheduled event or activity, they are not to be on campus.

Elementary students who have not been picked up by 3:20 and are not waiting with a secondary student will be placed in the office with the school secretary after a call has been placed to the parent or guardian. Students whose parents call notifying the office that they will be later than 3:20 will also be placed in the office. Secondary students who have not been picked up by 3:30 will be allowed to use the phone to call a parent but must wait in the office.

Students may not return to their classrooms or lockers for any forgotten items after 3:30 pm on a school day or all day Friday (when school is not in session).

[Updated 2026]

Policy SE 2.1 - Dance/Saltatus Attendance

No student under 6th grade may attend school dances.

Grades 6-8:

- Dances are for 6th, 7th, and 8th grade students currently enrolled at Caprock Academy ONLY. No guests are allowed.
- For all school dances, permission slips for students will be distributed in advance, providing information for the dance, including the dance's theme and suggested dress guidelines (e.g., Fifties, Luau, semi-formal, formal). We encourage students to wear clothes that embrace the dance's theme. In all events, students' clothing should not expose their undergarments or midriffs, or advertise tobacco, alcohol, or illegal substances; should not reflect slogans or statements with sexual innuendoes; and should not identify membership in a gang. Parents/guardians are asked to sign dance permission slips and students will need to provide the signed permission slip for admission to the dance.
- Admission to the dance will start promptly at the designated start time. No one will be admitted 30 minutes after the designated start time unless arrangements have been made with the Dean or Head of School. Students will not be permitted to leave before the end of the dance unless a parent or guardian comes for them. All students are to be picked up promptly at the designated end time. We do not allow students to walk or ride bikes home after the dance. Students should have rides planned prior to the dance. A telephone is available in case of emergency.
- Students are encouraged to dance, chat with friends, enjoy the music and enjoy snacks. Students should not run, rough house, wrestle or play boisterously. There will be no public displays of affection; no moshing; no promiscuous, provocative, inappropriate or slam dancing.

The following items will NOT be permitted at the dance:

- Personal electronic devices
- Hand-held video games
- Illegal drugs/alcohol/cigarettes
- Weapons/explosives/fireworks
- Valuables you don't want lost or broken, as Caprock Academy assumes no liability for such items.

Students found in violation of any of the above rules will not be allowed to remain at the dance. These regulations are for the safety and enjoyment of the students attending the dance.

High School

- The dances are for high school students currently enrolled at Caprock Academy. Guests will be allowed if they are a high school student, 18 or under, and have a statement of good standing in behavior and academics on their school letterhead. The guests must be registered one week ahead of the dance and have their statement of good standing when attending the dance to be admitted.
- For all school dances, permission slips for students will be distributed in advance, providing information for the dance, including the dance's theme and suggested dress guidelines (e.g., Fifties, Luau,

semi-formal, formal). We encourage students to wear clothes that embrace the dance's theme. In all events, students' clothing should not expose their undergarments or midriffs, or advertise tobacco, alcohol, or illegal substances; should not reflect slogans or statements with sexual innuendoes; and should not identify membership in a gang. Parents/guardians are asked to sign dance permission slips and students will need to provide the signed permission slip for admission to the dance.

- Admission to the dance starts promptly at the posted time. No one will be admitted 30 minutes after the dance has started unless prior arrangements have been made with the Dean or Head of School. Students will not be permitted to return if they leave before the end of the dance. All students are to be picked up promptly at the posted time that the dance is to end. We do not allow students to walk or ride bikes home after the dance. Students should have rides planned prior to the dance. A telephone is available in case of emergency.
- Students are encouraged to dance, chat with friends, enjoy the music, and enjoy snacks. Students should not run, rough house, wrestle or play boisterously. There will be no public displays of affection; no moshing; no promiscuous, provocative, inappropriate or slam dancing.

The following items will NOT be permitted at the dance:

- Personal electronic devices
- Hand-held video games
- Illegal drugs/alcohol/cigarettes
- Weapons/explosives/fireworks
- Valuables you don't want lost or broken, as Caprock Academy assumes no liability for such items.

Students found in violation of any of the above rules will not be allowed to remain at the dance. These regulations are for the safety and enjoyment of the students attending the dance.

Policy SE 2.2 - Attendance at Caprock Academy Events by Alumni and Former Students

Caprock Academy Alumni:

- Are welcome at any "public" (Plays, Concerts, Caprock Academy graduation, Student-Faculty Games) or "all-school" (Family Picnics, Caprock Academy Annual Meeting) events.
- May attend specific clubs, events, etc., if a minimum of one week prior to the event the alumni is invited by the event sponsor and approved by the Head of School or Dean.
- May not attend Caprock Academy dances (Saltatus is an exception, seePolicy SE 2.1 - Dance/Saltatus Attendance), game nights, or other social events unless a specific need/duty (chaperoning if over age 21) is determined. There also must be prior approval following the guidelines outlined above.

Caprock Academy Former Students (non-alumni):

- Are welcome at any "public" (Plays, Concerts, Caprock Academy graduation, Student-Faculty Games) events.
- May not attend "all-school" (Family Picnics, Caprock Academy Annual Meeting) events unless they are a family member of an enrolled student and accompanied by parent or guardian until the age of 18, at which time he or she is not allowed unless the parent or guardian requests his or her attendance a minimum of one week prior to the event and his or her attendance is approved by the Head of School or Dean.
- May not attend specific clubs, events, etc.

- May attend Caprock Academy dances, game nights, or other social events if approved by the Head of School or Dean.

Policy SE 3.0 - Classroom Placement

Parents must provide a written request using the approved teacher request form to the Head of School for a specific classroom environment for their child by May 1st. A sample teacher request form is included in the handbook appendix.

Requests are not guaranteed because they can lead to imbalances in the classroom. Prior and future teachers at each grade level will provide information to the Head of School and Dean(s) of Students regarding classroom dynamics, special needs, balance of boys and girls, friendships, availability of volunteers, diversity of student achievement, etc., to assist in determining classroom assignments in order to provide a fair and common education for all students. Classroom assignments must be approved by the Head of School or Dean.

Policy SE 4.0 - Discipline

Discipline at Caprock Academy serves our broader educational goals. Discipline is an important aspect of establishing a productive learning environment, which is crucial to the successful educational outcome of every student at Caprock Academy. The goal of our discipline policy is to promote a safe, orderly environment so that learning and teaching can proceed optimally. The foundation of discipline and order at Caprock Academy is the realization that a civilized learning community demands certain fundamental norms of courtesy, morality and orderly behavior in order to fulfill its mission. We accept children into the Caprock program with the understanding that they adhere to our Student Code of Behavior while representing Caprock Academy and will follow the spirit and letter of this Handbook.

Caprock Academy is a place where students are expected to uphold our three pillars: Character, Accountability, and Academics in all aspects of their educational experience.

Students who do not live up to these fundamental expectations need to be corrected. In many cases, a verbal correction is sufficient. Faculty expect this correction to suffice. If it does not, consequences may be imposed as permitted by school policy, and state and federal law.

<u>Student Code of Behavior:</u>

Students are expected to

- Be polite and attentive in class and assume the best of their peers and school staff.
- Attend classes consistently, be on time, and take responsibility for making up any work promptly according to the Absence Late Work Policy
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property. Each student will bear the responsibility for his/her own conduct.. Each student is expected to cooperate with and treat the faculty and staff with respect.
- Adhere to the dress code.
- Not use threats or intimidation against any other person.
- Refrain from and report all bullying or potential bullying behaviors to the appropriate Dean/Head of School or other staff member.
- Not leave school or school grounds without signing out in the front office.

- Not bring electronic devices on Caprock property unless prior written approval is given. Teachers may permit eReaders (e.g., Kindles/laptops), but wireless networks/internet shall not be accessed, and such devices will not be used for routine notetaking. Acceptability of other devices is at the discretion of the teachers and administration. Please see Policy SE 23.0 - Cell Phone Usage
- Not bring anything to school that could be used to harm a person or property or an item that is prohibited by school policy, state law or federal law
- Not misuse any school computer, e.g., visit non-curricular websites, access nonessential email, and modify settings or displays unless prior permission is given.
- Not use or possess vapes, tobacco, nicotine, alcohol, or drugs. Prescription and over-the-counter medicines must be checked into the health office. Please Policy SE 5.2 - Administration of Medications in the School Setting.
- Refrain from inappropriate displays of affection, including but not limited to hand-holding, kissing, and hugging.

Discipline

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the Code of Conduct to which they have agreed. If a student does misbehave, the consequences for the infraction will be immediate, relevant, and effectual. In evaluating consequences, teachers and Deans will determine if the act is a “first time,” a “repeated,” or a “habitual” offense.

While discipline will be administered in a generally uniform manner, all disciplinary action will be tailored to what is best for that individual student and their unique situation. The Head of School and Deans will consider all aspects of that particular student’s situation when formulating a course of action and have some latitude when matching a specific misbehavior to its consequence. All decisions regarding suspensions will be made by a team of administrators consisting of but not limited to the Dean, a Grade Level Dean, the Director of Student Supports, the Head of School (as applicable).

The normal punishment consequence for routine nonacademic misbehavior is detention. More severe or repeated misbehavior may also result in the loss of certain privileges, including, but not limited to, sanctions, suspensions, probations, or expulsion as permitted by law. In all cases of discipline, we strive to be fair and timely. When we discipline a student, we understand ourselves as addressing behavior, not attitudes. Our goal remains to support each student’s character development as outlined by Caprock Academy’s vision and mission.

Caprock Academy is committed to providing staff training to ensure that the disciplinary program is effective and that relevant policies and procedures are legally and equitably applied. Finally, we recognize that by sending your children to Caprock Academy, you are entrusting them to our care while at school. It is our right and responsibility to administer corrections as we deem appropriate while students are at school. Should you ever have a concern about how discipline is administered, please contact the administration and/or refer to the Grievance Policy.

Caprock Academy will use the following factors when considering suspension or expulsion in accordance with Colorado State law

- Age of the student; disciplinary history of the student;
- Whether the student has a disability;

- The seriousness of the violation committed by the student;
- Whether the violation committed by the student threatened the safety of any student or staff member;
- Whether a lesser intervention would properly address the violation committed by the student.

Students with Disabilities

Discipline for students with disabilities in all grades shall be in accordance with the student's Individualized Education Program (IEP), any approved behavior-intervention plan, Section 504 Plan, and applicable state and federal laws and regulations providing procedural safeguards to students with disabilities.

Dean Role in Discipline Meeting with a Dean

Any meeting between a student, parent/guardian, and a Dean is a learning opportunity for the student to implement a positive change in behavior. The primary goal of the Dean is to require the student to take responsibility for the infraction and the student's own learning outcomes.

While the Grade-Level Deans normally discipline students in their respective grade ranges, all Deans or their designees are authorized to discipline any Caprock Academy student.

The goals of a meeting with a Dean are:

- To exchange accurate information about the student and infraction.
- To determine how the parent-school partnership can best work together to lead the student to reform his or her behavior.

The Dean will preserve the integrity of the disciplinary process at Caprock Academy. By modeling the Core Virtues Program and consistently treating students and their families with respect and professionalism, the Dean is an extremely valuable and accessible part of a student's character development and education at Caprock Academy. Caprock Academy's goal is to create a safe, respectful, and responsible environment where learning takes place.

Summary of Infractions and Consequences

The levels below provide a framework for a flexible sequence of consequences and remediation for unacceptable student behavior. Repeated misbehavior will result in progressively more severe consequences based on the seriousness of the offense. The administration is provided latitude in assigning consequences. The administration need not employ all the consequences at a given level before selecting one from another level in disciplining any given student. Definitions for these consequences are given below.

Level 1: Staff warning

- Staff warning
- Verbal redirection (any staff member)
- Confiscation
- Level 1 infractions include but are not limited to: dress code or minor conduct code violation or low-level disruptive behavior.

Level 2: Notification of parent/guardian

- Detention: at lunch or during study hall
- Dean/administrator meeting
- Behavior contract

- Office Referral
- Assignment of work detail at the school (will be discussed and approved by parent or guardian prior to assignment)
- Probation/loss of privileges
- Level 2 infractions include, but are not limited to: disruptive behavior, blatant disrespect toward staff or other students, or minor property damage.

Level 3: Meeting with parent/guardian

- Behavior contract
- First time or Minor Suspension (.5-2 days)
    - In-School suspension (ISS)
    - Out-of-School suspension (OSS)
    - Alternative to suspension:
        - Parental attendance at school (C.R.S. 22-33-105(4)) or
        - Some activity aimed at restorative justice (C.R.S. 22-32-144)
- Level 3 infractions include but are not limited to: consistent or egregious disruptive behaviors, actions that compromise the safety of others, or actions that fall within the category of bullying.

Level 4: Major or Repeated Suspension

- Alternative to suspension:
- Parental attendance at school (C.R.S. 22-33-105(4))or
- Some activity aimed at restorative justice (C.R.S. 22-32-144)
- Remedial discipline plan

Level 5: Expulsion

- As permitted by state and federal law

Definitions of Consequences

- Detention: A student assigned to detention will report to the Dean's office or other designated space during lunch, recess, or study hall (as assigned) to complete a reflection and remediation plan regarding their infraction. Any staff member may refer any student to their Dean for a detention. A staff member may assign a detention to a student that they directly supervise. Detention is usually served during lunch, recess, or study hall; on rare occasions, detention maybe after school or on Fridays. The duration of detention may be between 10 and 30 minutes, depending on the offense. If a student misses detention without being excused by an administrator, an extra 10 minutes may be added to the original detention. If a student accumulates 1.5 hours of detention within a quarter, that student will receive an Office Referral and may become ineligible for school-sponsored extracurriculars, including but not limited to athletics.
- Office Referral: A student issued an Office Referral requires immediate removal from class and a conference with an administrator. An Office Referral is more serious than detention: Office Referrals within a quarter may result in suspension. Any member of the staff may issue an Office Referral. An Office Referral is usually given for repeated misbehavior, a major disruption, or habitually dishonest or disrespectful behavior. A teacher may also refer a situation to the Dean for an Office Referral after class/after the incident has occurred. Office Referrals may be cause for the administration to contact

the parents. Upon investigation, an Office Referral can also be “downgraded” to a detention if deemed appropriate by an administrator. Some Office Referrals may result in a Behavior Contract.

- Behavior Contract: Consistent or egregious misbehavior may prompt a Behavior Contract between the student and the administration/school staff. A Behavior Contract reviews the rules of Caprock Academy, offers clear guidelines on the school's expectations, and outlines potential consequences if certain behavior occurs. Any administrator may put/recommend a student on for a Behavior Contract. The student and parent/guardian will be asked to sign the Behavior Contract; this can be done without parent/guardian present, although parents are notified of the Behavior Contract.
- Probation: A probation is typically an automatic 3-day suspension from attending a specific class or from attending lunch with his or her peers. A Dean or the Head of School may place a student on probation. Any change to the duration of the probation may be permitted by the administration, depending on the circumstances.
- Suspension: Decisions to suspend a student will be made by a team consisting of the Dean, the Head of School, or other relevant staff members (as applicable). While the team will consider teachers’ input, the decision to suspend or not rests with the Dean(s) and Head of School.
    - In-School Suspension: If a student is assigned an ISS, the student will be allowed to work on classwork in the Dean’s office or other designated location during the suspension.
    - Out-of-School Suspension: If the suspension is an OSS, the student will not be allowed on campus (including for afterschool/extracurricular activities) without parental supervision until the re-entry meeting. The student will only be allowed to return to school after a re-entry meeting, including the student, parent/guardian, Dean, and the Head of School or his or her designee.
- Makeup work: Work assigned during a suspension will be graded for full credit upon re-entry. Late work will be graded in accordance with our Policy AP 7.5 - Assignment Due Dates, Late Grades, and Remediation (K-12)
    - Parents/guardians and students are responsible for communicating with teachers regarding assignments to be completed during suspension.
- Expulsion: Caprock Academy shall provide adequate notice to the student or the parent/guardian. Such notice shall contain the charges against the student as grounds for expulsion; a statement explaining the student’s right to a hearing; a statement that the student may be present at the hearing and hear all information against them; that the student will have an opportunity to present such information as is relevant; that the student may be accompanied and represented by a parent/guardian, advocate, and an attorney; and a statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
- Deferred Expulsion: The Head of School or their designee may offer to hold an expulsion in abeyance, otherwise known as a deferred expulsion, that is, to not seek expulsion in certain situations for certain offenses, if (1) the Head of School believes it is in the best interests of the student and the school community, (2) the student and parent/guardian agree to certain conditions, and (3) the student and parent/guardian sign a deferred expulsion contract.

Procedure to Suspend a Student

Informal Hearing

Prior to any suspension of a student, the Dean, or designee shall comply with the following procedure:

- The Dean shall give the student and parent/guardian oral or written notice of the charges against her/him in enough detail to allow the student to understand the nature of the accusation.
- If the student appears not to understand the charges against her/him, written notice should be given.

- If the student denies the charges, the Dean shall give the student an explanation of the evidence. Whether or not the student denies the charges, the student shall be given an opportunity to present his/her side of the story.
- The Dean may suspend a student only if, after following the above procedure, they believe that the charges are supported by substantial evidence, which is such relevant evidence as a reasonable mind might accept as adequate to support a conclusion.
- If a student is suspended, the Dean will as soon as practical notify the parent/guardian that the student has been suspended, the grounds for the suspension, and the period of the suspension. The notification will include the time and place for the parent/guardian to meet with the Dean, or designee, to review the suspension.
- A suspended student (unless assigned an in-school suspension) shall be required to leave the school building and school grounds as soon as practicable, following a determination by the parent/guardian and the school of the best way to transfer custody of the student to the parent/guardian.
- Prior notice and/or a hearing are not required prior to suspension in situations where a student's presence poses a danger to persons or property or an ongoing threat of disrupting the academic process.
- In situations where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately suspended and removed from school.
- A student who has been assigned suspension will not be permitted to attend classes, lunch, recess, or extracurricular events with their peers during the duration of the suspension. This restriction will remain in place unless written permission is granted by the Dean or Head of School. The student may return to school activities only after the re-entry meeting has taken place.
- State and federal law allow suspensions to be extended to a maximum of 25 days in limited circumstances.
- Suspensions may become recommendations for expulsion.

<u>Parent/Guardian Attendance as Alternative to Suspension</u>

As an alternative to suspension, the Head of School, or designee, may permit the student to remain in school with the consent of the student's teachers if the student's parent/guardian attends class with the student for a period of time specified by the Head of School, or designee.

- In the interest and safety of all Caprock Academy students, the parent/guardian must complete and pass a background and safety check in order to attend class with the student. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with Caprock Academy policies. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated, or if the Head of School, or designee, determines that the student's parent/guardian's presence would be disruptive to the operations of the school or be detrimental to the learning environment. Parents/guardians shall not be allowed to bring another person (whether adult or child) with them to class.
- The following situations may result in the parent/guardian attendance alternative being revoked:
    - Failure of the parent/guardian to follow the direction of the classroom teacher or the school administration.
    - Failure of the parent/guardian or student to follow all Caprock Academy rules.
    - Any disruption of a class by either the parent/guardian or student.

- If the parent/guardian attendance alternative is revoked, disciplinary action shall be taken against the student as the Head of School, or designee, deems appropriate, so long as the discipline is not greater than the discipline initially proposed (unless a new disciplinary violation has occurred).

Procedure to Expel a Student

In the event a student commits a potentially expellable offense as defined in Colorado statute, the following procedures will be followed:

- The student and parent/guardian will be given written notice to the last known address of the student or the student's parent/guardian within a reasonable time after the offense or the decision to recommend the student for expulsion.
- If the student elects to have a hearing, the hearing should take place as soon as practical and in accordance with law.
- If an expulsion hearing is requested, Caprock Academy will provide all supporting evidence for the expulsion that Caprock Academy intends to use for the expulsion to the student or the student's parent/guardian at least two (2) business days while Caprock Academy is in session prior to the expulsion hearing. If Caprock Academy discovers a record not previously provided to the student or parent/guardian, Caprock Academy will immediately provide the newly discovered record to the student or the parent/guardian.
- The hearing is not open to the public. A sufficient record of the proceedings will be kept, but it is in no way meant to be considered a transcript of the hearing.
    - The student or parent/guardian can ask for the meeting to be recorded, but Caprock Academy makes no guarantees that the hearing will otherwise be recorded. If the meeting is recorded, a transcript can be prepared if either party requests it. Preparation of the transcript will be at the expense of the party requesting the transcript.
- Expulsion hearings shall be conducted by the Head of School, who shall act as the Hearing Officer unless prohibited under C.R.S. 22-33-105 2.4. If the Head of School is prohibited from serving as a Hearing Officer, they shall appoint a qualified designee.
- Caprock Academy will have the burden of proof, by a preponderance of evidence, that the student violated Colorado statute and school policy.
- The Hearing Officer shall render a written decision within five (5) business days of the hearing. Caprock Academy will mail the student's parent/guardian the written decision, including specific findings regarding factors set for in C.R.S. 22-33-106 (1.2), along with information about appeal rights. An expelled student shall have ten (10) days after being mailed the Hearing Officer's decision to appeal the decision to the Caprock Academy Board.
- If the family appeals, the Caprock Academy Board shall hold a hearing at the next regularly scheduled meeting at least seven (7) days after an appeal is requested or at a sooner date, if so, chosen by the Board. The appeal hearing shall be conducted in accordance with law.

Deferred Expulsion Contract

- A deferred expulsion contract sets forth the conditions under which the school agrees to not immediately recommend a student for expulsion. If the student violates the agreement, the expulsion will automatically be imposed at that time without further process. These contracts may not exceed one (1) year.
- In some instances, the contract will set forth conditions that the student will automatically be expelled at the completion of the contract. In these limited circumstances, when the contract term ends, regardless of whether the student violated the agreement, expulsion will be imposed. These circumstances will be

limited and permitted only when there are no administrative concerns for the safety of the student, other students, or staff. (For example, the Head of School determines it is in the student's best interest to allow the student to finish the semester.)

Student Eligibility Requirements

- The student and parent/guardian must acknowledge the student violated Colorado State law and the Caprock Academy's code of conduct;
- The student and parent/guardian must agree to waive the student's right to an expulsion hearing and any subsequent appeals;
- The student's current violation did not occur while another expulsion was being deferred through another contract;
- The student and parent/guardian must agree to the terms of the contract and
- The student and parent/guardian must sign the student's contract.

Administrative Considerations

The Head of School must weigh the severity of the offense, the student's prior disciplinary record, the parent/guardian/community support in place for the student, the impact of the offense on the school community, and Colorado State law when determining whether to offer an abeyance contract to the student.

Suspension and Expulsion for Students in Kindergarten through Second Grade

The Dean(s), Head of School, or their designee may suspend, or the Head of School may recommend expulsion of a student in kindergarten, first grade, or second grade in accordance with Colorado statute as defined in C.R.S. 22-33-106.1.

Expulsion Prevention

The Head of School shall work with school staff to identify students who are at risk of suspension or expulsion from school. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive or have had frequent discipline referrals or multiple suspensions. The Head of School, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide necessary support services to help the student avoid expulsion. The failure of the school to identify a student as being at risk of suspension or expulsion, the failure of a student who is so identified to receive interventions, or the failure of such interventions to remediate behavior shall not be grounds to prevent the school from proceeding with appropriate disciplinary action.

Student Code of Behavior Students will

1. Be polite and attentive.
2. Attend school consistently, be on time, and take responsibility for making up any work promptly when absent. Each student will bear the responsibility for his/her own conduct. Each student will respect the school's atmosphere of learning by attending class, being prepared, and punctual.
3. Follow directions when they are given.
4. Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others and property. Each student is expected to cooperate with and respect the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working in the school. Students are expected to communicate in an acceptable tone of voice using an acceptable choice of words.

5. Follow playground, fieldtrip, and individual classroom rules. Each student is expected to follow school rules when participating in school-related events.
6. Adhere to the dress code.
7. Not use threats or intimidation against any other person.
8. Respect the health and safety of others, safety rules, and not use tobacco, alcohol, or other illegal substances.
9. Be dismissed by the teacher, not by the clock.
10. Not leave school or school grounds without signing out in the main office.
11. Not bring electronic devices (CD players, radios, games, iPods, MP3 players etc.). Such items will be confiscated until the end of the day for the first offense, one month for the second offense and for the remainder of the year for the third offense. Teachers may permit eReaders (e.g., Kindles/laptops), but wireless networks/internet shall not be accessed, and such devices will not be used for routine notetaking. Acceptability of other toys is at the discretion of the teachers and administration. *Please see* Policy SE 23.0 - Cell Phone Usage
12. Students will not bring anything to school that could be used to harm another or that is illegal.
13. Not misuse any school computer, e.g., visit non-curricular websites, access personal email, and modify settings or displays.
14. Not possessing a drug of any sort. Prescription and over-the-counter medicines must be checked into the health office. Please see Policy SE 5.2 - Administration of Medications in the School Setting.
15. Couples shall refrain from displays of affection, including but not limited to hand holding, kissing, and hugging.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution; this individual right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School administrators may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

Policy SE 4.1 - Bullying Prevention and Education

Caprock Academy is committed to providing a safe and respectful environment for every student. Bullying in any form is strictly prohibited.

Definition of Bullying

Bullying is any written, verbal, electronic, or physical act, or a pattern of acts intended to:

- Coerce, intimidate, or threaten another student, or
- Cause physical, mental, or emotional harm.

Bullying may target any personal characteristic, including academic performance, race, color, creed, religion, national origin, ancestry, disability, need for special education, sex, or sexual orientation.

Where the Policy Applies

This policy applies:

- On school grounds and vehicles
- At school activities and events

- Off school property if the behavior affects the school environment or has a connection to school activities

Reporting and Retaliation

- Students and families are encouraged to report bullying immediately to a teacher or administrator.
- Staff must report suspected bullying to administration.
- Retaliation against anyone who reports bullying is prohibited and will result in discipline.

Consequences

Students who engage in bullying or retaliation may face:

- Restorative practices
- Loss of privileges
- Detention, suspension, or expulsion
- Referral to law enforcement

Discipline will reflect the seriousness, frequency, and age appropriateness of the behavior.

Prevention

Caprock Academy promotes kindness, virtues, and respect as part of our anti-bullying initiatives, staff training, and annual student surveys on school climate.

Legal References

- C.R.S. § 22-32-109.1 - Safe schools
- C.R.S. § 22-93-101 et seq. - Bullying Prevention and Education Grant Program
- C.R.S. § 22-1-124 - Safe school plan and discipline code

Policy SE 4.2 - Restraint and Seclusion

To maintain a safe learning environment, school employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. This policy applies to incidents that occur on school property or at an off-campus, school- sponsored event or activity.

Definitions

In accordance with state law and the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act (1 CCR 301-45), the following definitions apply for purposes of this policy.

- “Deadly Weapon” means a firearm, whether loaded or unloaded; a knife, bludgeon, or any other weapon, device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used or intended to be used, is capable of producing death or serious bodily injury.
- "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion.
    - "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:

        - Prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g., Asthma-Cort, medications used to treat mood disorders or ADHD, Glucagon); or
        - The administration of medication for voluntary or life-saving medical procedures (e.g., EpiPens, Diastat).
    - "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. “Mechanical restraint” does not include:
        - Devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
        - Protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan; or
        - Adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
        - Positioning or securing devices used to allow treatment of a student's medical needs.
    - "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
        - Holding of a student for less than five minutes by a staff person for the protection of the student or others;
        - Brief holding of a student by one adult for the purpose of calming or comforting the student;
        - Minimal physical contact for the purpose of safely escorting a student from one area to another; or
        - Minimal physical contact for the purpose of assisting the student in completing a task or response.
    - “Prone restraint” means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.
- "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:
    - Placement of a student in residential services in the student's room for the night; or
    - “Time-out”, which is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
- "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to affect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.
- "Bodily injury" means physical pain, illness, or any impairment of physical or mental condition as defined in C.R.S. 18- 1-901(3)(c).
- "Parent" shall be as defined by 1 CCR 301-45.

Applicability

The requirements of this policy shall apply to all school personnel, before and after school providers, and any public or private entities with which the school contracts during any and all educational programs, activities, or events provided, supervised, or sponsored by the school, including off-campus school-sponsored events.

Basis for Use of Restraint

Restraints shall only be used:

- In an emergency and with extreme caution; and
- After:
    - The failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and re-structuring the environment); or
    - A determination that such alternatives would be inappropriate or ineffective under the circumstances.
- Restraints shall never be used as a punitive form of discipline or as a threat to gain compliance or to gain control of a student's behavior.
- School personnel or contracted personnel shall:
    - Use restraints only for the period of time necessary and using no more force than necessary; and
    - Prioritize the prevention of harm to the student.

Duties Related to the Use of Restraint - General Requirements

When restraints are used, the school shall ensure that:

- No restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
- No restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
- Restraints are only administered by school personnel who have received training in accordance with 1 CCR 301-45;
- Opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
- When it is determined by trained school personnel that the restraint is no longer necessary to protect the student or others (i.e., the emergency no longer exists), the restraint shall be removed. In the case of seclusion, staff must reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student; and
- The student is reasonably monitored to ensure the student's physical safety.

Proper Administration of Specific Restraints

- Chemical Restraints shall not be used.
- Mechanical and Prone Restraints shall not be used, except where:
    - The student is openly displaying a deadly weapon;
    - When used by an armed security officer who has received documented training in defensive tactics utilizing handcuffing procedures and restraint tactics utilizing prone holds and who has made a referral to a law enforcement agency.
- Physical Restraint shall only be used in accordance with the following:

    - A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student;
    - A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised; and
    - A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
- Seclusion shall only be used in accordance with the following;
    - Relief periods from seclusion shall be provided for reasonable access to toilet facilities;
    - Any space in which a student is secluded shall have adequate lighting, ventilation, and size; and
    - To the extent possible under specific circumstances, the space should be free of injurious items.

Notification Requirements

- If there is a reasonable probability that restraint might be used with a particular student, designated appropriate school personnel shall notify, in writing, the student's parents, and, if appropriate, the student of:
    - The restraint procedures (including types of restraints) that might be used;
    - Specific circumstances in which restraint might be used; and
    - Staff involved.
- For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
- The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

Documentation Requirements

- If restraints are used by any school personnel or contracted personnel, a written report shall be submitted within one school day to the school administration.
- The Head of School or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.
- A written report based on the findings of the staff review required by paragraph H. below shall be e-mailed or mailed to the student's parents within five calendar days of the use of restraint. The written report of the use of restraint shall include:
    - The antecedent to the student's behavior if known;
    - A description of the incident;
    - Efforts made to de-escalate the situation;
    - Alternatives that were attempted;
    - The type and duration of the restraint used;
    - Injuries that occurred, if any; and
    - The staff present and staff involved in administering the restraint.
- A copy of the written report on the use of restraint shall be placed in the student’s confidential file.

Review of Specific Incidents of Restraint

- The school shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
- The review shall include, but is not limited to:

    - Staff review of the incident.
    - Follow up communication with the student and the student's family.
    - Review of the documentation to ensure use of alternative strategies; and
    - Recommendations for adjustment of procedures, if appropriate.
- If requested by the school or the student's parents, the school shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

General Review Process

- The school shall ensure that a general review process is established, conducted, and documented in writing at least annually. The purpose of the general review is to ascertain that the school is properly administering restraint, identifying additional training needs, minimizing, and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
- The review shall include, but is not limited to:
    - Analysis of incident reports, including all reports prepared pursuant to paragraphs G.1 and G.3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
    - Training needs of staff;
    - Staff to student ratio; and
    - Environmental conditions, including physical space, student seating arrangements and noise levels.

Staff Training

- The school shall ensure that staff utilizing restraints are trained in accordance with 1 CCR 301-45.
- Training shall include:
    - A continuum of prevention techniques;
    - Environmental management;
    - A continuum of de-escalation techniques;
    - Nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
    - Methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
    - Appropriate documentation and notification procedures.
- Retraining shall occur at a frequency of at least every two years.

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

- Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. § 26-20- 111(3); and
- When the student is openly displaying a deadly weapon, as defined in C.R.S. § 18-1- 901(3)(e).

Complaints

A student or a parent or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of the school utilizing the School's Grievance Policy and/or the state complaint procedures established pursuant to 1 CCR 301-45.

[Updated November 2020]

Legal References

- C.R.S. § 18-1-703 (use of physical force by those supervising minors)
- C.R.S. § 18-1-901(3)(e)(definition of a deadly weapon)
- C.R.S. § 18-6-401 (1) (definition of child abuse)
- C.R.S. § 19-1-103 (1) (definition of abuse and neglect)
- C.R.S. § 22-32-109.1 (2)(a) (adoption and enforcement of discipline code)
- C.R.S. § 22-32-109.1 (2)(a)(I)(D) (policy required as part of safe schools plan)
- C.R.S. § 22-32-109.1 (2)(a)(I)(L) (policies for use of restraint and seclusion on students and information on process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)
- C.R.S. § 22-32-109.1 (9) (immunity provisions in safe schools law)
- C.R.S. § 22-32-147 (use of restraints on students)
- C.R.S. § 26-20-101 et seq. (Protection of Persons from Restraint Act)
- 1 CCR 301-45 (State Board of Education rules for the Administration of the Protection of Persons from Restraint Act)

Policy SE 5.0 - Health Services

Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. It is the responsibility of the parent/guardian to keep school records up to date, especially phone numbers and emergency contacts. Please do not bring sick children to school.

Caprock Academy adheres to CDPHE's Infectious Disease Guidelines for Schools and Child Care Centers and the How Sick is Too Sick Public Guidance Document (https://cdphe.colorado.gov/communicable-diseases/infectious-disease-guidelines-schools-childcare).

Any child with a fever, signs of potentially contagious or adverse health conditions including but not limited to diarrhea, vomiting, or excessive coughing, will not be allowed to remain in the classroom and must be picked up by a parent or designee. Students must be symptom free for at least 24 hours before returning for school, without taking symptom reducing medications.

In compliance with state law, all children in Colorado schools must have a complete, up-to-date immunization record on file in the Caprock Academy office. Required school vaccines can be found on CDPHE's website (https://cdphe.colorado.gov/schoolrequiredvaccines). Parents opposed to immunizations for non-medical or medical reasons must file an exemption (https://cdphe.colorado.gov/school-required-vaccine-exemptions).

Students may not continue enrollment without up-to-date immunization records, an exemption on file, or being considered "in-process." This policy is in compliance with CDPHE's Infectious Disease Guidelines.

If a head injury is sustained, or any injury requiring medical attention, the parents will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Policy SE 5.1 - Administering Medical Marijuana to Students

The Caprock Academy Board of Directors ("the Board") strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, Caprock Academy restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students shall be in accordance with this policy and state law (C.R.S. 22-1- 119.3). Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and Caprock Academy's policy concerning the administration of medications to students.

Definitions

For purposes of this policy, the following definitions shall apply:

- "Designated location" means a location identified in writing by the Head of School in his or her sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school vehicle in Colorado, at a school-sponsored event in Colorado, or on other school property.
- "Permissible form of medical marijuana" means non-smokeable products such as oils, patches, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time.
- "Parent or legal guardian" means the qualified student's parent, guardian, or primary caregiver that is identified on the student's Registry identification card (as defined in Article XVIII, Section 14 of the Colorado Constitution). In no event shall another student be recognized as a primary caregiver. Any primary caregiver seeking access to the school or school property, a school vehicle or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.
- "Qualified student" means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours as evidenced by a written recommendation signed by the student's physician.

Permissible administration of medical marijuana to a qualified student by a parent or legal guardian

A qualified student's parent or legal guardian may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met (no student shall be allowed to self-administer, regardless of age or legal status):

- The qualified student's parent or legal guardian provides the school with a copy of the student's valid recommendation for medical marijuana from a licensed physician and a copy of the valid registration from the state of Colorado in advance of requesting authorization to administer medical marijuana pursuant to this policy;

- The qualified student's parent or guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance, and use of medical marijuana under state law, and releases the school from liability for any injury that occurs pursuant to this policy.
- The qualified student's parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
- Caprock Academy determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or potential exposure to other students;
- Caprock Academy may determine, in its sole discretion, the location of a locked storage container to store the qualified student´s medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency, or, after administering the permissible form of medical marijuana to the qualified student, the student´s primary caregiver may remove any remaining medical marijuana from the grounds of the school, school bus, or school-sponsored event; and
- Caprock Academy prepares, with the input of the qualified student's parent and legal guardian and Head of School or his/her designee, a written plan that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan shall be signed by the Head of School or his or her designee, the qualified student (if capable), and the parent or legal guardian.

<u>Permissible administration of medical marijuana to a qualified student by school personnel</u>

School personnel may volunteer to store, administer, or assist in the administration of medical marijuana to a qualified student in a designated location if the following parameters are met:

- The qualified student´s parent/guardian has provided the school with a copy of the student´s valid recommendation for medical marijuana from a licensed physician and a copy of the valid registration from the state of Colorado authorizing the student to receive medical marijuana;
- The qualified student´s parent/guardian signs a written acknowledgment granting permission to the school personnel who volunteer to store, administer, or assist in the administration of medical marijuana under state law, and releases the school from liability for any injury that occurs pursuant to this policy;
- The qualified student´s parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
- Caprock Academy determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create a risk of disruption to the educational environment or exposure to other students;
- Caprock Academy determines, in its sole discretion, the location of a locked storage container to store the qualified student´s medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency; and
- With the input of the qualified student's parent or guardian, Caprock Academy prepares, a written plan that identifies the permissible form of medical marijuana, designated location(s), instructions or treatment plan for administration from the student´s recommending physician, and any additional protocols regarding administration of a permissible form of medical marijuana to the qualified student. The written plan must be signed by the school administrator, the school personnel who volunteer to store, administer, or assist in the administration of the medical marijuana, the qualified student (if capable), and the qualified student´s parent/guardian.

Additional Parameters

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school property, a school bus, or at a school-sponsored event to administer medical marijuana.

This policy shall not apply to school grounds, school buses, or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy, demonstrates an inability to responsibly follow this policy's parameters, or if the administration of medical marijuana creates a disruption to the educational environment or causes potential exposure to other students.

Student possession, use, distribution, sale, or being under the influence of marijuana inconsistent with this policy may be considered a violation of Caprock Academy's policy concerning drug and alcohol involvement by students or other school policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable school policy.

If the federal government indicates that Caprock Academy's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event shall not be permitted. The school shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

[Adopted: April 9th, 2019]
[Revised: December 2024]

Legal References

- Colo. Const. Art. XVIII, Section 14 (establishing qualifications for use of medical marijuana)
- C.R.S. 22-1-119.3 (3)(a) (Board must adopt and implement a policy including processes for the storage, possession, and administration of medical marijuana)
- C.R.S. 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)
- C.R.S. 22-1-119.3 (3)(d)(I) (school personnel may volunteer to possess, administer, or assist in the administration of medical marijuana)
- C.R.S. 22-1-119.3 (3)(d)(III) (board may adopt policies regarding who may act as a primary caregiver and to establish reasonable parameters on the administration and use of medical marijuana on school grounds, on a school bus or at a school-sponsored event)
- C.R.S. 22-1-119.3 (medical marijuana will not be administered to a student by either a primary caregiver or school personnel unless a written plan for the administration of medical marijuana is agreed to and signed by the school principal or his or her designee and a parent or legal guardian)

Policy SE 5.2 - Administration of Medications in the School Setting

School personnel may not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may only be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical marijuana. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

Medical Request Forms are available at Caprock Academy's front office.

<u>Administration of Medication by School Personnel</u>

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's delegated designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent or legal guardian may come to the school to administer the medication.

Medication may be administered only when the following requirements are met:

- Medication shall be in the original properly labeled container. If it is a prescription medication, The student's name, name of the medication, dosage, how often it is to be administered, expiration date and name of the prescribing health care practitioner shall be printed on the container.
- The student's parent or legal guardian has completed and signed the school's medication agreement form, and either:
    - The student's health care practitioner with prescriptive authority in Colorado has completed the school's medication agreement form, or
    - The administration involves an over-the-counter medication that is on a standing order that is signed by a prescribing provider.
- Written order from the student's health care practitioner with prescriptive authority under Colorado law must state the following:
    - Student's name;
    - Name of medication;
    - Dosage;
    - Purpose of the medication;
    - Time of day medication is to be given;
    - Anticipated number of days it needs to be given at school; and
    - Possible side effects.
- The medication must be brought to school by the parent or legal guardian and must be in an original container appropriately labeled by the pharmacy or healthcare practitioner.
- An individual record must be kept of any medications administered by school personnel in accordance with the school's record retention schedule.
- All medication must be stored in a clean, secure, or locked cabinet or container. Emergency medications (such as epinephrine) must be inaccessible to students, but immediately available to trained and delegated school personnel and not in a locked cabinet.

Self-administration of Prescription Medication for asthma, allergies or anaphylaxis or other prescription medication

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening or other condition for which the medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. A treatment plan for student possession and self-administration of medication to treat asthma, a food allergy, other severe allergies, or a related, life-threatening condition shall be approved in accordance with the regulation accompanying this policy, and shall be effective only for the school year in which it is approved.

A student shall report to the school nurse or the school nurse's designee immediately after the student self-administers an epinephrine auto-injector or other emergency medication during school hours so that the school nurse or designee can provide appropriate follow-up care for the student, which must include making a 911 emergency call.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition, or other condition for which the medication is prescribed may be limited or revoked by the Head of School after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Use of opiate antagonists in emergency situations

To the extent state funding and supplies are available, Caprock Academy shall have a stock supply of opiate antagonists to assist a student who is at risk of experiencing an opiate-related drug overdose event. For purposes of this policy, an opiate antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

The stock supply of opiate antagonists may also be used to assist a Caprock Academy employee or any other person who shows signs of experiencing an opiate-related drug overdose event.

Administration of an opiate antagonist by Caprock Academy employee to a student and any other person shall be in accordance with applicable state law.

Unused Medication

It is the responsibility of the student's parent or legal guardian to obtain all unused medication from the school when the medication is expired, discontinued, the school year ends, or the family transfers to another school. Any medication not collected by the parent or legal guardian will be disposed of in accordance with applicable law.

Medical Marijuana

A student shall not possess or self-administer medical marijuana on school grounds, on a school bus, or at any school sponsored events. This policy applies to all students except those covered by, and in compliance with, Caprock Academy Board of Directors ("the Board") Policy SE 4.01 - Administration of Medical Marijuana to Qualified Students.

Student Responsibility

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of this policy and the student may be subject to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Caprock Academy Board of Directors ("the Board") policy. (Adopted: October 2024)

Legal References

- C.R.S. 12-38-132 (delegation of nursing tasks)
- C.R.S. 12-38-132.3 (school nurses- over-the-counter medication)
- C.R.S. 22-1-119 (no liability for adverse drug reactions/side effects)
- C.R.S. 22-1-119.1 (board may adopt policy to acquire a stock supply of opiate antagonists)
- C.R.S. 22-1-119.5 (Colorado School Children's Asthma, Food Allergy, and Anaphylaxis Health Management Act)
- C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)
- C.R.S. 24-10-101 et. seq. (Colorado Governmental Immunity Act)
- C.R.S. 25-1.5-115 (Opiate antagonist bulk purchase fund)
- 1 CCR301-68 (State Board of Education rules regarding student possession and administration of asthma, allergy, and anaphylaxis management medications or other prescription medications)
- 6 CCR1010-6, Rule 9-105 (regulations)

Policy SE 6.0 - Dress Code

Caprock Academy requires all K–8 students to wear a uniform and all 9–12 students to dress in business casual. The purpose of the dress code is to:

- minimize distractions from academics in support of the school's mission statement
- promote an atmosphere of order, respect, and modesty
- create an environment where students are known for the content of their character, rather than how they dress
- prepare students for college and career expectations

Dress Code for Kindergarten-8th Grade

Shirts

- Solid Red, White, or Navy Blue
- Classic polo style with a collar, short or long sleeves. No logos are permitted except the Caprock Shirts must be tucked into uniform bottoms at all times
- Long sleeve t-shirts or turtleneck shirts, in solid Red, White, or Navy Blue, may be worn under short sleeve polo shirts

Pants

- Solid Khaki/Tan, Navy Blue, or Black
- 7th and 8th grade students may also wear Gray
- The bottom edge may fall anywhere from the lower calf to the heel of the shoe
- Classic uniform material (such as twill) is required. Jegging-style pants are permitted only if they maintain a modest, uniform-appropriate fit. Jeggings must not be skin-tight and must fit similarly to

traditional uniform pants. Pants must include functional pockets and a finished waistband; pull-on legging styles are not permitted.
- No denim, corduroy, cargo, capri, or athletic styles.
- No embellishment, such as stripes, embroidery, rhinestones, etc.

Shorts, Skirts, Skorts, Jumpers, Polo Dresses

- Solid Khaki/Tan, Navy Blue or Black
- 7th and 8th grade students may also wear Gray
- Solid Red, White, or Navy Blue for Polo Dresses
- The hemline of skirts, dresses, and shorts must fall no shorter than 3" above the knee
- Shorts may be worn from the first day of school through Fall Break and again from the first day after Spring Break through the last day of school
- Skirts, skorts, jumpers, and dresses may be worn year-round. Tights or leggings are required underneath from the first day after Fall Break through the last day before Spring Break (see Socks, Tights, and Leggings section for approved colors)
- When tights or leggings are not worn, skirts, jumpers, and dresses must be worn with matching-color spandex or athletic shorts underneath.
- A uniform shirt must be worn under sleeveless jumpers
- No denim material or embellishment, such as stripes, embroidery, rhinestones, etc.

Belts

- Solid Navy Blue, Black, White, Brown, or Red
- Plain, smooth, or woven leather/faux leather material
- No grommets, logos, words, or decorations, and have a simple metallic buckle (no rodeo-style or uniquely shaped buckles)
- Belts are required when uniform bottoms include belt loops
- Belts are NOT required for kindergarten and first grade students

Socks, Tights, Leggings

- Socks: solid Black, Brown, Tan, White, Navy Blue, or Red in any style from footie to knee sock.
- Tights: solid Black, Brown, Tan, White, Navy Blue, Red, or skin tone. Plain, full-length, close-fitting; no fishnet
- Leggings: Permitted only under skirts, skorts, jumpers, or dresses. Must be solid Black, Brown, Tan, White, Navy Blue, or Red. Worn with ankle-length socks so no skin is exposed.
- Tights: solid Black, Brown, Tan, White, Navy Blue, Red, or skin tone. Plain, full-length, close-fitting; no fishnet

Shoes

- Preferred Shoes: Non-marking sneakers (athletic, jogging, or tennis shoes)
    - Colors: all colors are allowed except solid neon. Small neon accents on shoes are permitted.
    - Materials: leather, leather-like, or fabric
    - Styles: lace-up or slip-on, closed heel and toe, low or high top
- Alternative Shoes: Classic dress shoes and saddle shoes
    - Colors: Navy Blue, Black, White, Brown, or Red (7th and 8th grade may also wear Gray)

    - Materials: leather or leather-like
    - Styles: lace-up or slip-on, closed heel and toe, may extend to the ankle
    - Heel height: up to 2 inches
- PE Requirement: Sneakers are required for PE
    - Students wearing other styles must bring a pair of sneakers for PE
    - If a student does not bring a pair of sneakers, he or she will sit out and receive no participation points for that day.

No wheels, lights, characters, or embellishments (e.g., sparkles, glitter, rhinestones, pom-poms, dinosaurs, cartoon characters, etc.)

Snow boots may be worn outdoors only, on playgrounds and fields, in relevant weather conditions

<u>Outerwear</u>

- Hooded sweatshirts (hoodies) are not permitted on campus at any time, including outdoors
- Pullover, cardigan, or vest style (no hoodies) in solid Navy Blue, Red, White, or Black may be worn at any time (7th and 8th grade may also wear Gray)
- An official Caprock Academy jacket, purchased from Caprock Academy, may be worn at any time
- Non-hooded Spirit Wear sweatshirts purchased from Caprock Academy, may be worn anytime, provided a collared polo shirt, in the approved polo colors, is worn underneath with the collar visible

<u>Miscellaneous</u>

- Hair must be clean, neatly groomed, and maintained in a natural human color. Bright, neon, or unnatural dyes are not permitted. Hairstyles should not be extreme, distracting, or create a safety concern (e.g., sharp spikes or obstructed vision). Caprock Academy respects all protected classes and permits hairstyles associated with a student's race, ethnicity, cultural or religious practices. For questions regarding hairstyles or color, please consult the appropriate Dean
- Hair Accessories may be worn provided they do not become a distraction. Staff may ask students to remove items that become a distraction.
- Hats may be worn outdoors only. Headwear required for religious, cultural, or medical reasons will be permitted indoors and outdoors in accordance with applicable laws and protections for all students
- Jewelry may be worn in moderation. Staff may ask students to remove items that become a distraction
- Traditional watches (no character designs) with a band made of rubber-like material, metal, or leather, in Red, White, Brown, Black, or Navy Blue may be worn
- Data-enabled smart devices, including but not limited to watches and glasses (capable of texting, calls, or internet access) are not permitted
- 8th grade students may wear makeup in moderation. Face paint, glitter, gems, stickers, and similar decorative items are not permitted.
- Students in K-7 may not wear false eyelashes
- Fingernails (natural or artificial) may be worn finger-tip length and may be worn with any color polish
- Temporary or permanent tattoos must be covered and not visible
- Students may not wear clothing that advertises tobacco, alcohol, drugs, sexual content, or gang affiliation at school or any school-sponsored event

Exceptions

Exceptions to the Uniform Dress Code may be made for:

- Pre-scheduled and approved special event days, as authorized by the Head of School.
- Students participating in scouting programs who wish to wear official Scouting uniforms on designated meeting days.
- Proper military uniforms on official meeting or ceremony days.
- Accommodations required to address a student's temporary or long-term medical or physiological needs, or to respect a student's religious beliefs, national origin, or cultural/ethnic practices, in compliance with applicable law. Questions or requests regarding these accommodations should be directed to the Deans.

Dances

For 7th and 8th grade students:

- Permission slips will be distributed in advance, providing details such as the dance theme and suggested dress guidelines (e.g., Fifties, Luau, semi-formal, formal)
- Students are encouraged to dress in a manner consistent with the dance theme
- Attire must meet the following standards:
- Dresses must be modest in fit, and hemlines must fall no shorter than three inches above the top of the knee. Necklines and overall fit must provide modest and appropriate coverage. Administration reserves the right to determine whether a dress meets the school's standards for modesty and appropriateness.
- No exposure of undergarments or midriffs
- No clothing advertising tobacco, alcohol, or illegal substances
- No clothing displaying slogans or statements with sexual innuendo

Dress Code for 9th-12th Grade

Shirts

- Collared polos or button-down shirts, turtlenecks, or blouses (collared or un-collared) in solid colors or patterns (no Hawaiian patterns)
- Collared flannel shirts are allowed but must be fully buttoned and maintain a professional appearance
- Logos on collared shirts located on the sleeve or chest, are permitted if they are professional in appearance, not distracting, and no larger than three inches in diameter (e.g., collegiate logos, Nike, Under Armour, etc.)
- Collared dress and flannel shirts with a rounded or long hem must be always tucked in.
- Collared polo shirts or straight-hem shirts designed to be worn untucked may remain untucked, provided they are appropriately fitted and not excessively long.

The following items are not permitted:

- See-through material
- Low-cut or revealing tops that expose the chest area or cleavage
- Cropped tops or tube tops
- Sleeveless tops or spaghetti strap tops unless they are always covered by a cardigan, blazer, or similar jacket
- Exposed undergarments or midriffs

- Frayed hems or torn tops

Pants, Shorts, Skirts, Dresses

- Dress pants, slacks, shorts, chinos, khakis, skirts, and dresses may be worn in solid colors or patterns
- The hemline of skirts, dresses, and shorts must fall no shorter than 3" above the knee
- Solid color or simple print leggings/stockings may be worn under skirts or dresses. Simple print leggings are leggings that contain small, subtle patterns or designs that are not distracting and maintain a neat and modest appearance. Large graphics, bright or neon patterns, and novelty prints are not permitted

The following items are not permitted:

- Denim (regardless of color)
- Athletic material (e.g., yoga style pants, leggings, jeggings, etc.)
- Overalls
- Cargo pants
- Frayed hems or torn pants
- Leggings or stockings with fishnet or open-weave designs

Shoes

- Allowable footwear includes:
    - Tennis shoes
    - Leather or leather-like shoes
    - Loafers
    - Dress boots
    - Flats
    - Professional heels (closed-toe only, heel height not to exceed 3 inches)

- PE Requirement: Sneakers are required for PE
    - Students wearing other styles must bring a pair of sneakers for PE
    - If a student does not bring a pair of sneakers, he or she will sit out and receive no participation points for that day.

Outerwear

- Hooded sweatshirts (hoodies) are not permitted on campus at any time, including outdoors
- Allowable outerwear includes sport coats, blazers, sweaters, cardigans, and official school jackets
- Non-hooded Spirit Wear sweatshirts purchased from Caprock Academy, may be worn anytime, provided a collared polo shirt is worn underneath with the collar visible

Miscellaneous

- Hair must be clean, neatly groomed, and maintained in a natural human color. Bright, neon, or unnatural dyes are not permitted. Hairstyles should not be extreme, distracting, or create a safety concern (e.g., sharp spikes or obstructed vision). Caprock Academy respects all protected classes and permits hairstyles associated with a student's race, ethnicity, cultural or religious practices. For questions regarding hairstyles or color, please consult the appropriate Dean

- Facial hair, including mustaches, beards, and sideburns, must be neatly groomed and well-maintained at all times and must present a clean, professional appearance. Sideburns are permitted but may not extend below the bottom of the earlobe. Administration reserves the right to determine whether facial hair meets the school's standards for neatness and appropriateness.
- Jewelry may be worn in moderation. Visible piercings are permitted only in the ears (All additional piercings, including but not limited to gauged ears and noses, must use skin-colored plugs.). Staff may ask students to remove items that become a distraction
- Data-enabled smart devices, including but not limited to watches and glasses (capable of texting, calls, or internet access) are not permitted
- Hats may be worn outdoors only. Headwear required for religious, cultural, or medical reasons will be permitted indoors and outdoors in accordance with applicable laws and protections for all students
- Tattoos must be covered and not visible
- Students may not wear clothing that advertises tobacco, alcohol, drugs, sexual content, or gang affiliation at school or any school-sponsored event
- The administrative staff reserves the right to prohibit any attire or accessories deemed inappropriate

Exceptions

Exceptions to the Uniform Dress Code may be made for:

- Pre-scheduled and approved special event days, as authorized by the Head of School.
- Students participating in scouting programs who wish to wear official Scouting uniforms on designated meeting days.
- Proper military uniforms on official meeting or ceremony days.
- Accommodations required to address a student's temporary or long-term medical or physiological needs, or to respect a student's religious beliefs, national origin, or cultural/ethnic practices, in compliance with applicable law. Questions or requests regarding these accommodations should be directed to the Deans.

Dances

- Students are encouraged to dress in a manner consistent with the dance theme
- Attire must meet the following standards:
    - Dresses must be modest in fit, and hemlines must fall no shorter than three inches above the top of the knee. Necklines and overall fit must provide modest and appropriate coverage. Administration reserves the right to determine whether a dress meets the school's standards for modesty and appropriateness.
    - No exposure of undergarments or midriffs
    - No clothing advertising tobacco, alcohol, or illegal substances
    - No clothing displaying slogans or statements with sexual innuendo
    - No clothing identifying membership in a gang
- Parents/guardians must sign the permission slip, and students must submit the signed slip for admission to the dance

Uniform Compliance

Caprock Academy appreciates the efforts of each family to ensure students dress in accordance with the uniform policy. Students who fail to comply with the uniform standards may be subject to disciplinary action.

If a student is unable to correct a uniform violation (e.g., holes, inappropriate items, or other dress code non-compliance), school staff may implement one or more of the following measures:

- Require the student to wear uniform apparel held in reserve at the school office
- Contact the student's parent/guardian to provide a change of clothing as soon as possible
- Temporarily send the student home if non-compliance cannot be corrected on campus
- Multiple dress code violations may be considered insubordination and may result in additional disciplinary action, up to and including suspension

Note - The CABD FULLY SUPPORTS the discretion of the faculty and administration as they enforce the dress code. Please check with the appropriate Dean or designated administrator if you have any questions. This code is for the benefit of ALL our students. Parents, please help your older students set a good example and keep your school clothes shopping within our dress code parameters. The school is not responsible for school clothing purchases that do not comply strictly with our code.

Policy SE 6.1 - Personal Hygiene

Students of Caprock Academy should be independent in toileting. On occasion students may have accidents. When an accident occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. If a parent/guardian is unable to be contacted to assist the child, appropriate school personnel will ensure the child has the means to clean up and does not remain in soiled clothing.

If there are repeated accidents, a meeting with the parents, the appropriate Dean or Head of School, and school health official will be held to evaluate the situation.

Policy SE 7.0 - Communication

Policy SE 7.1 - Mass Communication

The Head of School or designee must approve all letters and bulletins, including e-mail (excluding class assignments by teachers) from teachers or parents or other interested parties. Each communication must be submitted to the office in an electronic format, print-ready, and three days prior to the date it needs to be communicated.

Policy SE 7.2 - Dissemination of Information

Any person responsible for coordinating any special classroom event must give appropriate information to the front office.

Policy SE 7.3 - Communication between School and Home

Communication between the school and students and their parents is crucial for the overall success of the school. Every week, students in grades K-12 may receive all the written communication for that week. This may include, but not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, homework, and teacher requests. Parents should look for the written communications, read the contents, sign any documents needing to be returned, initial, date and return the documents with the necessary paperwork the next school day with your student.

Whether communication occurs through papers sent home or notes in the student's planner, parents are expected to read them carefully. Please be aware that any "School-to-Home Communications" are critical to

the success of Caprock Academy and to the parents of Caprock Academy students. Volunteers, teachers, and parents who help distribute these communications are not to add foreign matter to the communications, nor permit others to do so, without prior written approval by the Head of School. In addition, classroom teachers have the authority to approve items going home with students after receiving approval by the Head of School.

Policy SE 7.4 - Phone Calls and Messages

Parents should try to make arrangements with their students for activities, rides, etc. prior to dropping them off at school. We understand that sometimes changes to schedules occur and parents need to communicate with their students during the day. If these situations arise, messages will be taken to the classroom teacher for students in K-12. Any calls home by the student must be coordinated through a teacher and not be made with the student's cell phone.

Policy SE 7.5 - Official Posting Place for Communications

Committee Meeting times and agendas are posted on the main entry way door of the main building and on the website. CABD's meeting agendas are also posted in the same places.

Policy SE 7.6 - Parent Communications to Administration, Faculty, and Staff

Parents may use any of the following ways to contact/communicate with Administration, Faculty, and Staff of Caprock Academy:

- Email
- Note placed in mailbox in Caprock Academy Office (a secretary will deliver to the appropriate box)
- Voice mail
- Face-to-face meeting (this must be scheduled in advance using one of the means above)

<u>Useful Guidelines</u>

For guidelines regarding the best person to contact please follow the chain of command.

- Head of School/Administration
    - Due to the number of day-to-day responsibilities facing the Head of School/Administration, he or she will have to prioritize requests; you can expect to be contacted in no more than three business days.
- Faculty
    - Will make every effort to respond within one business day, and no more than two business days.
- Staff
    - Front Office
        - You will receive a response from someone in the office within one business day.
    - Teacher Assistants
        - Questions and concerns regarding students should be directed to the teacher; if the teacher's assistant input is needed the teacher will contact the teacher assistant.
    - Substitute Teacher, Custodian
        - Please contact the Head of School, Dean, or the Director of Facilities (facilities related concerns)

**Note - The Caprock Academy spam filter sometimes "junks" new addresses, so if you are not getting a response via email, please try one of the other means of communication.*

Policy SE 7.7 - Use of Internet & Email, Personal Technology Hardware, and Software
CABD, Chairs of CABD Committees, other committee chairs, club and activity sponsors, athletic coaches and anyone acting in a position of authority on behalf of Caprock Academy may only access and utilize the internet and email for business pertaining to Caprock Academy.

All electronic communications pertaining to Caprock Academy should be received and sent through the Caprock Academy email account (simultaneous use of Caprock Academy email account and personal account is not preferred but acceptable for non- employees). Email should be responded to in a timely fashion. All documents or information used for Caprock Academy related events should be copied to the Caprock Academy desktop. If this is a hardship, Caprock Academy will provide you with a USB flash drive so information can be placed on the appropriate hard drive.

Policy SE 7.8 - Student Information Release
Certain "directory information," including the student's full name, address, and telephone number, will not be released without parental consent except in the school directory. Authorization for inclusion in the directory is on the enrollment form. Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by schools occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you DO NOT wish to have your student(s) photographed or video-taped for these purposes, you must notify the office in writing.

Student names will not be listed with their pictures on the school website or in Caprock Academy advertising publications. The newspaper may list your student's name with a photo only with a parent's signed consent.

No identifying information regarding a student will be given via any avenue of communication without parent permission, unless required by law.

Policy SE 7.9 - Disclosure of Information to Federal Immigration Authorities
Purpose
This policy is adopted to comply with Colorado Revised Statutes § 24-74.1-102 (enacted through SB 25-276), which prohibits the unauthorized disclosure of personal identifying information to federal immigration authorities and protects the privacy and safety of students, families, and staff.

Scope
This policy applies to all employees, contractors, volunteers, representatives, school resource officers (SROs), and any law enforcement or security personnel operating on school grounds or acting in an official capacity on behalf of Caprock Academy.

Definitions
- Personal identifying information: As defined in C.R.S. § 24-74-102(1), any information that identifies or describes an individual and is maintained by the school, including but not limited to a name, address, telephone number, school identification number, social security number, biometric record,

date of birth, school records, contact information, citizenship or immigration status, and other identifiers.

- Federal immigration authorities: Any officer, agent, or representative of U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), or any other federal agency enforcing immigration law.
- Valid judicial order: A court-issued subpoena, warrant, or writ signed by a judge and served in accordance with law.

Prohibition on Disclosure and Collection

Caprock Academy employees and representatives shall not:

- Disclose, share, or permit access to any personal identifying information about students, parents, staff, or visitors to federal immigration authorities, unless:
    - A valid judicial order is presented, and
    - The order is reviewed and approved by the Head of School (or designee) in consultation with legal counsel.
- Ask for, collect, or retain any information regarding an individual's immigration or citizenship status, unless explicitly required by federal or state law.
- Permit federal immigration authorities to enter school property or facilities unless presented with a valid judicial order that has been reviewed and approved by legal counsel.

Verification Requirement

No employee shall comply with any request for information from a federal immigration authority without:

- Receiving a copy of the judicial order in writing, and
- Verifying the authenticity and scope of the order with legal counsel or the Head of School.

Response Procedures

If an employee is approached by a federal immigration officer:

- The employee shall immediately refer the request to the Head of School or designee.
- No verbal or written information shall be disclosed unless authorized under this policy.
- No physical access shall be granted to school facilities or records unless a valid judicial order is presented and approved.

Documentation

All requests from federal immigration authorities and school responses shall be:

- Documented in writing,
- Reviewed by legal counsel, and
- Retained in school records consistent with applicable privacy laws.

Optional Family Notification

If legally permissible, the school will notify affected individuals or families when a request for information from federal immigration authorities is received.

Non-Retaliation

No employee shall be retaliated against for refusing to disclose information in violation of this policy.

Staff Training

The school shall provide annual training to all staff on:

- The contents of this policy,
- How to identify and respond to federal requests for information,
- Their legal obligations under state and federal law.

Policy Enforcement

Violations of this policy may result in disciplinary action up to and including termination, and the school may be subject to civil penalties and legal injunctions under C.R.S. § 24-74.1-102.

[Adopted November, 2025]

Legal References

- C.R.S. § 24-74.1-102 (Protection of Personal Identifying Information)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- C.R.S. §§ 22-16-101 through 22-16-112 (Colorado Student Data Transparency and Security Act)

Policy SE 8.0 - Parent Responsibility

In order to ensure the safe management of your child, please notify the office of any and all changes in our child's address, phone number, emergency numbers, and parent work numbers as soon as possible. It is vital that the office keeps this information up to date in case of personal or school emergencies. It is the parent's responsibility to keep this information updated. You must give your information to the office on the Emergency Contact Form.

Caprock Academy is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Policy SE 9.0 - Student Planner

Organizational skills are so important to lifelong success that we have made them part of our curriculum. To help students manage their assignments, we shall issue them a "day timer," "agenda," or "planner." The planners should go home every night and provide parents with a convenient method to monitor their student's work and study skills. All students must have a planner. If lost, the replacement cost is $5.00.

Policy SE 10.0 - Teacher Conferences

Parent/Teacher required conferences are scheduled for the 1st and 3rd quarters. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

Policy SE 11.0 - Lockers

Caprock Academy provides lockers (as available) for intermediate and high school students. The lockers are school property and not the individual's property. Caprock Academy has the authority to search lockers when deemed necessary even if it requires removal of the lock. Caprock Academy is not responsible for lost or stolen items. Valuables such as electronic devices and video games are NOT to be brought to school. Problems with lockers should be reported to the office. Please see Policy SE 23.0 - Cell Phone Usage.

Lockers for Grades 5-12

- Caprock will buy locks for all the lockers in the hallways (grades 5-12) - combination locks so the Administration can number the locks, record the combination, and assign the lock to a locker number and person. Students must use school provided locks.
- Lockers are school property and should be treated as a privilege and a responsibility.
- No stickers on or in lockers.
- No items on top of or under lockers - everything goes inside the locker.
- No door slamming.
- Locks are the student's responsibility - there will be a lost lock fee charged to the student based on the current Fee Schedule. Locks must be turned in at the end of the year or when the student withdraws from Caprock.
- No marking, writing, drawing or otherwise defacing the locker inside or out.
- No scratching or scribing of any sort in the paint.
- Appropriate items for locker storage are gym shoes/clothes, books, backpack, lunch, jacket/sweater, hats, and gloves.
- Lockers are searchable at any time by school or law enforcement personnel.
- Trash goes in the trash cans --not in, under or on the lockers.
- No bending or denting of the locker. The door should be fully closed and locked when not being accessed.
- Decorations of lockers must be temporary and easily removed. Students are responsible for a clean locker and removal of all temporary decorations at the end of the year or when the student un-enrolls from Caprock.
- Any repairs, cleaning, repainting, or replacement required due to misuse of the locker or violation of any of the above will result in a fee charged to the student based on the current Fee Schedule per locker affected to cover the cost of repairs or replacement.

Students Must Observe the Following Rules

- Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, alcohol, or promotes other negative or derogatory messages as determined by the Caprock Academy Faculty.
- Lockers must be kept clean and orderly at all times. Locker checks will occur each semester.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents.
- Items left outside lockers or on the floor may be removed or disposed of.

Policy SE 12.0 - Parental Involvement and Volunteering

Caprock Academy is a school of choice. Caprock Academy will offer viable opportunities in order that parents will be directly engaged in tutoring, coaching, preparing resource materials, and providing other necessary and invaluable assistance.

To achieve Caprock Academy's goals, each family is strongly encouraged to volunteer 4 hours per month or 40 hours per school year (40 hours for 1st child, 20 hours for 2nd child, 10 hours for 3rd child, not to exceed 80 hours total for the school year; 20 hours total for single parents).

High school parents are strongly encouraged to volunteer 10 hours per school year. Volunteers, at their expense, must complete a full background check prior to volunteering. In order to receive credit, all hours must be logged in to the parent section of the student information system.

As indicated on the Caprock Academy volunteer form, volunteers may be removed for conflicts of interest or violation of confidentiality.

Required Background Check

Any adult who will have access to the students, i.e. playground duty, classroom assistance, traffic duty, etc. will be required to have a background check. A background check can be done through the Colorado Bureau of Investigation (CBI) website: https://www.cbirecordscheck.com. Bring this form to the school office where it will be maintained in a secure location.

Volunteer background checks are only valid for one year and must be dated on or after July 1st.

Policy SE 12.1 - Volunteer Confidentiality

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Head of School, or a member of the CABD. If a volunteer disregards this policy, the privilege of volunteering may be revoked. To comply with federal educational privacy laws, parent volunteers, even those who hold teachers' certifications, are prohibited from grading.

Policy SE 12.2 - Chaperones

The number of chaperones for an event will be established prior to the occurrence of the event by the Head of School or the Dean. This number will be strictly adhered to.

No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the student fees for the event. If fees are not submitted by the date due, another chaperone will be chosen to fill the vacancy.

Chaperones must attend to assigned duties and must model the Caprock Academy code of conduct. Violators of this policy will not be allowed to chaperone any future events. Chaperones are also bound to the Volunteer Confidentiality Policy.

Policy SE 12.3 - Observation

Parents of enrolled Caprock students are invited to attend classes. Parents must check in at the office, obtain a visitor's badge, and arrive at the class prior to its beginning. Each class will have two chairs for observers. Observing parents do not participate in classroom activities unless invited to do so by the teacher, and observers must not interrupt the teacher or students. Observers may take notes; however, computers, tape recorders, or video cameras are a distraction to students and not permitted. In addition, all pagers and cell phones must be turned off.

Policy SE 13.0 - Student Social Activities
All Caprock Academy social functions will have a faculty or staff sponsor and adult chaperones, with a minimum of one faculty member.

Policy SE 14.0 - School-wide Events
- Must be approved by the Head of School
- Must have a staff member and sponsor who will oversee the event in its entirety

Policy SE 15.0 - Utilization of Facility
- Must be for a school sponsored event
- Must have a Caprock Academy employee or CABD sponsor present who is familiar with the school emergency plan and security procedures
- Must complete and submit a Facility Use Request Form at least one week prior to the event. Space will be allocated based on suitability of site/rooms to proposed event and availability

Policy SE 16.0 - Fundraising
Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the Head of School, fundraising committee, and the leader of PTO. Students of Caprock Academy will not engage in door-to-door sales of any kind.

Policy SE 17.0 - Advertisements of Opportunities
Outside Opportunities
Opportunities that arise for students through the school, parents, employees, etc. may be posted on an information board at the school and on the website after approval by an administrator or CABD. These opportunities will not be part of the weekly communications.

School-Sponsored Opportunities
School-sponsored opportunities that arise for students through the school, parents, employees, etc. may be advertised in the weekly communications.

Policy SE 18.0 - Grievance Policy
Overview
Caprock Academy values open, respectful, and proactive communication among and between the members of our school community, including parents, students, faculty, staff, and administration. Caprock Academy's procedures for settling conflicts are designed to support prompt and equitable resolution at the original point of conflict. These procedures guide how faculty, staff, parents, and students are expected to express grievances about other members of our school community. Accordingly, resolution of any conflict should be pursued in the order of the steps outlined below.

At any stage of the grievance process, the grievant is not required to address the issue with the person directly involved if the grievant is alleging discrimination or harassment. Thus, in those circumstances please refer to the following policies.
- In the case of grievances relating to allegations of harassment or discrimination, please see the Unlawful Discrimination and Harassment Policy.

- In the case of grievances relating to allegations of sex-based harassment, please see the Sexual Harassment and Title IX Policy.

Step One/Arrange Informal Meeting:

If you have a grievance, please schedule a time to meet with the Caprock staff involved in the original circumstance that gave rise to the conflict. At this scheduled meeting, the parties should discuss the matter and work towards a mutually agreeable resolution. Please do not confront Caprock staff without warning or notice, particularly when students are present. If your initial concern began directly with your supervisor, you may skip this step and proceed to the next step.

Step Two/Request Formal Consideration Meeting:

If you are not satisfied with the outcome of the first step, please complete the grievance procedure form located on the school website, or in the front office, then request a formal meeting with the next level of School Administration above the Caprock staff involved in the original issue that caused the grievance (e.g., a Director or Dean as reflected on the Caprock Academy Organizational Chart). This step is intended to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The Director or Dean will continue to monitor the issue until either a resolution or impasse is reached. If your initial concern began directly with the Head of School, you may skip this step and proceed to Step Four.

Step Three/Request Review by Head of School:

If the issue is still not resolved to your satisfaction, please request further consideration by filing a written request for review to the Head of School. After reviewing your request and meeting with you and the other Caprock staff member involved, the Head of School will provide a final decision to you in writing.

- The grievant must contact the Head of School within 10 school business days (please refer to the school calendar for a list of days the school is open for business) of the Formal Consideration Meeting described in Step Two.
- The complaint shall be in writing and shall detail:
  - the date of the incident (if applicable);
  - the School staff member involved;
  - a description of the incident, decision, or practice that gave rise to the grievance;
  - the conflict resolution strategies that have been attempted thus far; and
  - the grievant's requested resolution.
- Within five school business days from the date on which the written statement was received, the Head of School will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue.
    - If you do not receive a response from the head of school within the 5 school business days, please reach out to him/her directly to ensure they have received your original grievance.

Step Four/Appeal to Board:

If you still are not satisfied, you may appeal the Head of School's final decision to the Board by submitting a written request for appeal to the board chair (or board chair designee), whose email address is posted on the school's Board of Directors webpage. The written request for appeal should include all information outlined in the previous step. The Board will respond to your request for appeal within 30 calendar days and will take such further action as it finds appropriate and necessary (for example, reviewing the issues of your appeal in an Executive Session*).

*Caprock Academy's legal obligation to protect the confidentiality of an individual student's information and an employee's personnel information continues throughout the dispute resolution process. Accordingly, if your appeal is granted, the Board may be required by law to consider and discuss your issue in a private meeting (an Executive Session), with only the Board's formal vote taking place in an open, public meeting. Also remember that while any member of the public is welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed the prior procedures.

Issues of employee or student privacy may be addressed in executive session only.

Step Five/Appeal to CSI:
Submit a Written Grievance to the Colorado Charter School Institute ("the Institute") Executive Director. If the grievant is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board.

After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that Caprock Academy violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or legalandpolicy_csi@csi.state.co.us.

Policy SE 19.0 - Enrollment/Waitlist
Choosing Caprock Academy **-** We encourage parents and prospective students to carefully review the following:

1. The Caprock Academy Charter
2. The Caprock Academy Family Handbook
3. The Caprock Academy Curriculum

Non-Discrimination
Caprock Academy welcomes all students and strives to create and maintain a diverse student population. Enrollment in Caprock Academy is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 22-30.5-507(3), C.R.S. In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class.

Eligibility
Caprock Academy serves grades K through 12. To enroll, students must meet the appropriate age requirements set forth by state law and school policy. To be eligible for kindergarten enrollment, students must be at least 5 years old on or before August 31st of the enrollment year. The school may approve enrollment of students eligible for Early Access in accordance with state law. To be eligible for 1st Grade enrollment, students must be at least 6 years old on or before August 31st.

Priority Enrollment

Students who are members of selected groups will be granted priority enrollment, in the following order:

- Children of School employees, which include children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of school of the year in which they are submitting the application.
- Siblings of currently enrolled students, which include children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include half-siblings, stepsiblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.

In no case shall categories 1 exceed 20 percent of total enrollment. The processes for re-enrollment and priority enrollment will precede the lottery enrollment process described below.

Process and Timeline

Caprock Academy will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a completed Intent to Enroll form. Families of current students seeking to re-enroll should complete an Intent to Return form by the deadline set forth in the Enrollment Timeline.

Caprock Academy will use a variety of means to promote its enrollment process. The Enrollment Timeline, Intent to Enroll form, and instructions for submission of an Intent to Enroll form will be posted on the Caprock Academy website during the fall of the preceding school year. Caprock Academy will also use social media, community partnerships, parent newsletters, and other sources to promote the enrollment process.

Kindergarten Lottery

Intent to enroll forms for kindergarten will be accepted beginning January 1st. Forms must be received on or before the last Thursday of January by 3:30pm to be included in the lottery. The lottery will be held on the 1st Tuesday in February. Any additional Intent to Enroll forms received will be placed on the lottery list.

1st-6th Grade Lottery

Intent to enroll forms for 1st-6th grade will be accepted beginning January 1st. The lottery will be held on the 1st Monday in June. Any additional Intent to Enroll forms received will be placed on the lottery list.

7th-11th Grade Lottery

Intent to enroll forms for 7th-11th grade will be accepted beginning January 1st. The lottery will be held on the 2nd Monday in June. Any additional Intent to Enroll forms received will be placed on the lottery list.

12th Grade Lottery

Caprock only accepts incoming 12th graders on a case-by-case situation approved by the Head of School based on student's transcripts.

Lottery Selection Process

For each grade level, if the number of Intent to Enroll forms exceed the number of available seats by the Intent to Enroll deadline, a lottery will be used to determine the placement and waitlist order of students. The enrollment lottery will be held in public at the school on the date set forth in the Enrollment Timeline.

- All students who are of eligible age, and by the deadline, have submitted an Intent to Enroll will be entered into the lottery. On the day of the lottery, students are assigned random numbers. A random number generator is used to select students to ensure equality.
- The lottery serves two purposes:
    - First, it fill open seats
    - Secondly, it randomly orders the waitlist that will be used to fill seats as they open.
- Intent to enroll forms received after the lottery will be added to the end of the waitlist and will be offered a seat when available.
- Current students are automatically re-enrolled and do not enter the lottery provided they submit an Intent to Return by the deadline set forth in the Enrollment Timeline.

Once a student is selected, either via lottery or from the waitlist, Caprock Academy will attempt to contact the family using the contact information provided on the Intent to Enroll form on the same day as the lottery or draw from waitlist. If the family cannot be reached within 2 business days, they will forfeit their child/children's enrollment, and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the Intent to Enroll form. Students not selected via lottery will be randomly placed on a waitlist based on the student's randomly generated lottery number. Upon notification of admittance, families will have two business days upon verbal notification to accept the position.

- Caprock Academy will continue to enroll students from the top of the waitlist as positions become available until:
    - K-8: 2nd Thursday of January
    - High School: October 1st
    - On a case-by-case basis approved by the Head of School

<u>Admission</u>
Once a student is offered a position and the parent/guardian accepts the position, the parent/guardian must complete and turn in a full enrollment packet before the student will be able to attend class.
Parents/Guardians will have 3 business days to set up an appointment with the Registrar to turn in the full enrollment packet. Failure to make an appointment is deemed as choosing to decline the position and the student will be removed from the class.

[Updated August 2026]

Policy SE 19.1 - Enrollment of Expelled Students
Students expelled for drugs or violence will not be admitted to Caprock Academy during the time of their expulsion. All other expelled students will be evaluated on a case-by-case basis. The Head of School and CABD will participate in the decision.

[Updated October 2020]

Policy SE 20.0 - Traffic Pattern
Please refer to and abide by attached traffic map and instructions

- For the safety of our students and the driving public at large, no one is to get out of their vehicle on 24 ½ Road.

- Entry for drop off, pick up, and parking is only from the parking lot. Drop off and pick up only in designated areas.
- Parking is not permitted in any crosswalk. In an effort to avoid traffic back-ups and delays, please be sure you and your child are ready to drop off. Please be courteous in time and action.

Policy SE 21.0 - Unauthorized Entry of Caprock Academy Building

Any person or persons found IN or ON the building without documented permission may be criminally prosecuted.

Policy SE 22.0 - Student Driving Privileges

Licensed high school students may drive to and from school. Students driving to and on campus will:

- Comply with Colorado licensing requirements, particularly the graduated licensing provisions
- Park only in designated areas between 7:00 am and 4:00 pm
- Drive slowly and carefully while on campus
- Be prohibited from entering their parked car during school hours
- Understand their vehicle will be subject to searches by school officials
- Form carpools only with the express consent of the driver and passenger's parents/guardians. This mutual consent must be on file in the school office before carpooling. Form carpools only with the express consent of the driver and passenger's parents/guardian.
- Comply with Caprock Academy's "closed campus" policy. Students who need to leave campus during the school day (e.g. for a dentist appointment) must have a parent's note and will check out and in with the office.

Policy SE 23.0 - Cell Phone Usage

Cell phones will not be allowed during the school day (morning drop-off to the completion of afternoon pickup) or during school-sponsored activities. Students having cell phones will turn them off and place them on the teacher's desk or other designated place prior to the start of class. If a student chooses to keep their cell phone in their locker or backpack, it must be turned off and shall not be accessed by the student during the school day.

Caprock Academy will not assume responsibility for any lost or missing items. Parents needing to contact their student during the school day will do so by contacting the school office.

Any cell phone found being utilized by a student during the school day will be confiscated and turned into the Head of School or appropriate Dean and will be returned only to the student's parent. Any student found in violation of this policy will receive a discipline referral.

<u>Limited exceptions may be made under the following circumstances:</u>

1. Emergency Situations - A student may use a cell phone or device to communicate in a verified emergency situation as determined by school staff or emergency personnel.
2. Medical Necessity - Students with documented medical conditions requiring the use of electronic monitoring or communication devices (e.g., glucose monitors) may use them in accordance with a health plan approved by the school nurse or administration.
3. Disability and Language Accommodations - Use of assistive technology or personal electronic devices is permitted when required by an Individualized Education Program (IEP), Section 504 plan, or an

approved plan to support emergent multilingual learners (MLs) through appropriate language access programs and services. The allowable exceptions must be written into the student's identified plan and approved by the appropriate team or coordinator.

4. Explicit Staff Permission - A teacher, with Dean approval, may allow device use for a specific instructional purpose or other approved activity.

[Effective July 2026]

Policy SE 24.0 - Physical Activity

Pursuant to HB 11-1069, Caprock Academy students will have a minimum of 30 minutes of physical activity every school day through exercise programs, fitness breaks, recess, field trips that include physical activity, classroom activities that include physical activity, and physical education classes. There may be an exception for any month that includes a planned or unplanned full day or half day school closure. Caprock Academy shall not substitute non-instructional physical activity for standards-based physical education instruction.

Policy SE 25.0 - Lost and Found Items

Lost clothing, notebooks, lunch boxes, and other items will be placed in the lost-and-found box located in the main office and kept for two weeks. Unclaimed lost-and-found items will be given to a local charity or thrown away. Books will be returned to the classrooms. Valuable items will be kept in the front office for safekeeping, and identification will be required for their return.

Policy SE 26.0 - Lunches and Snacks

Parents are required to supply their children with lunch and snacks when they drop the students off in the morning. We suggest healthy, low-sugar foods for both the healthful benefit and improved classroom performance, but it is the parents' prerogative to provide for their children's nutritional needs as the parent sees fit. Microwave and conventional ovens will not be available for students to heat their food; parents should provide meals that do not require heating.

Teachers or Deans may prohibit drinks at their discretion if it causes a mess or distraction. Beverages will not be brewed or reheated on campus for students.

Should a student forget his or her lunch, it is incumbent on the student to tell the teacher about the missing lunch. Typically, the school will call a parent to deliver lunch to the school.

Due to the large number of students, the office will only deliver lunches in an emergency. Parents are asked not to depend on Caprock office staff for regular lunch deliveries. Students are not to use their phone during school hours to order food for delivery.

Policy SE 27.0 - Harassment/Non-Discrimination

Caprock Academy Charter School ("Caprock Academy") is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school's educational programs, activities, or employment can report their concerns without fear of retaliation. Caprock Academy will adhere to all applicable federal and state definitions.

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific policy governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student and complaints of bullying against a student based on membership in a protected class should be made pursuant to the school's Harassment and Discrimination Investigation Procedures. Complaints under Title IX should be made under the school's Sex-based Harassment Investigation Procedures Policy.

Title IX Compliance Officer:
Trish Mahre
Mahre & Mahre Attorneys at Law
Phone: 970-270-5055
Email: Trish@mahrelaw.com

Title IX Complaint Form Link
Sexual Harassment (Title IX) Complaint Form

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witness bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee ("hereafter referred to as "Compliance Office").

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or make false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member

of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff and students provided via physical copy to each incoming staff member, student and their parent or guardian upon request. Community training materials regarding sex-based discrimination and sexual harassment (Title IX) are available to the public on Caprock Academy's website. Developmentally appropriate instruction related to harassment, discrimination, and bullying will be delivered to all Caprock Academy students as part of the anti-bullying program.

Students and employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: Approved
[Adopted April 8, 2025]

Harassment and Discrimination Investigation Procedures

Caprock Academy Harassment and Discrimination Policy can be found on the school's website and will be distributed annually to parents and guardians of all students. Physical copies will be provided to all students in sixth through twelfth grade annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment and/or discrimination or those who participate in a harassment investigation. Caprock Academy will adhere to all applicable federal and state definitions.

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed. The complaint should be made as soon as possible after the incident.

Title IX Compliance Officer
Trish Mahre
Mahre & Mahre Attorneys at Law
Phone: 970-270-5055
Email: Trish@mahrelaw.com

Title IX Complaint Form Link
Sexual Harassment (Title IX) Complaint Form

Harassment and Discrimination Compliance Officer
Brian Goodbar
Head of School

Harassment and Discrimination Form Link
Caprock Academy Harassment/Non-Discrimination Policy

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct.

If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

Caprock Academy Board of Directors
board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Compliance Officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

Brian Goodbar
Head of School
Caprock Academy
970-243-1771
b.goodbar@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process

Throughout the complaint, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within sixty days after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; extra time for homework or tests; the opportunity to resubmit homework or retake a test; remedying an impacted grade; excused absences; the opportunity for home instruction; modifications to class or work schedules; and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment, discrimination, or Title IX violation. The Compliance Officer will refer the matter back to the Head of School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details are actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

Initial meeting with Reporting Party (if any) and Complainant

Within five school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- provide the complainant with the information detailed in paragraph, as outlined below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

Initial Meeting with Respondent

As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.

Information Provided at the Initial Meetings

The Compliance Officer will provide to both the complainant and respondent the same basic information, including:

- available supportive measures;
- copies of the Board Nondiscrimination/Harassment Policy;
- timeline for the investigation process and the school's legal obligations;
- the possibility of resolving the complaint informally upon agreement of all parties;
- that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
- all parties have a right to have an advisor present during all stages of the investigation; and
- parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students or both parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. Informal

resolution may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal resolution process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment. A copy of the report will be shared with the Colorado Charter School Institute.

Formal Complaint Process

If the informal process is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint process.

Collect Evidence

The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- the identity of and relationship between the respondent and the complainant;
- the context of the incident, including school size and location of the incident and/or other incidents at the school;
- whether the conduct was threatening;
- the use of epithets, slurs or other conduct that is humiliating or degrading;
- whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- ages and number of respondents and complainants involved;
- patterns of misconduct of the respondent;
- real or perceived power differentials between the parties;
- any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy SE 4.0 Discipline-and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School´s determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

- Safe2Tell 877-542-7233 www.safe2tell.org
- National Domestic Violence Hotline: 800−799−SAFE (7233)
- National Sexual Assault Hotline: 800-656-4673
- Violence Free Colorado: https://www.violencefreecolorado.org/
- The Crisis Center 24/7 Hotline: 303-688-8484
- Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501 970-242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Colorado Charter School Institute
1525 Sherman St, B76
Denver, CO 80203
Phone: 303-866-3299
Fax: 303-866-2530
Email: csi_info@csi.state.co.us

Office for Civil Rights
United States Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
Phone 30344-5695
Fax 303-844-4303
Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission
Denver Field Office
950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division
1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay
303-894-7830
General Inquiries: DORA_CCRD@State.co.us
Intake Unit: DORA_CCRDIntake@State.co.us

[Adopted April 8, 2025]

Legal References

- C.R.S. 22-1-143 *(harassment or discrimination - policy required)*

Policy SE 28.0 - Name Change

A student of Caprock Academy and his or her parents or guardians may request to use a chosen name, as defined in this policy, if they follow the request procedure in this policy.

If a student requests to use a name at school that is not the name in their official school records, then all parents or guardians on file will be informed and asked for consent for their child to use another name. Students must have parental approval for non-legal name changes. If all listed parents or guardians' consent to the non-legal name change, then the change will be permitted, and staff will use the name when addressing the student.

If all parents or guardians' consent to the name change, the attached form must be submitted and signed by one parent or guardian and then signed by the Dean and the Head of School. A fully signed copy of the name change form will be emailed and mailed to all parents or guardians.

Students can request one non-legal name change within the current school year. Students are permitted to return to their legal name at any time by written notice; however, once they do so, they will not be permitted to return to the non-legal name change for the remainder of the school year. The written notice to return to legal name will be emailed and mailed to all parents or guardians and school staff.

Once a student has properly complied with the request procedure in The Name Change Policy, school employees, educators, and contractors, unless protected by an approved exemption, shall address a student by the student's approved name or may address all students by last name in school and during extracurricular activities.

Caprock Academy will accommodate conscience-based objections to compelled speech so long as the requested accommodation does not substantially increase costs related to the conduct of the Caprock Academy's business.

Students will not be required to provide proof of a legal name change to select a chosen name for use at school and during extracurricular activities.

Caprock Academy reserves the right to deny a chosen first name if it is vulgar, offensive, obscene, or used for misrepresentation.

Appeal Procedure

Should a request for a non-legal name change be denied, the Dean will advise the parent or guardian that they may appeal the denial by contacting the Head of School.

The receiving Dean shall submit the reason for the denial of the request and the student, parent or guardian's request to the Head of School. The Head of School will review the parent or guardian request and the Dean's decision before making a determination.

If they feel this decision is discriminatory, they must follow the Harassment/Non-Discrimination Policy [SE 27.0] for appeal.

Name Changes on Official Student Records

Caprock Academy is required to maintain a permanent student record ("official record"). Caprock Academy will not process a name change on a student's official record without a parent or guardian signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Legal References

- C.R.S 22-1-145(5)

[Adopted April 8, 2025]

Policy SE 29.0 - Caprock Academy Title IX

Caprock Academy is dedicated to fostering a secure and inclusive learning and working environment for all members of its community. Sexual harassment is explicitly forbidden in all educational programs and activities conducted by the school. The ensuing policy and procedure are formulated to guarantee a thorough and suitable response to any allegations of sexual harassment within the school's educational programs and activities, as outlined herein.

Caprock Academy Title IX Policy Webpage
Title IX Policy - Full Policy with all Forms and Notices
Title IX Coordinator & Outside Agency Contacts

MISCELLANEOUS POLICIES - M

Policy M 1.0 - Expense Reimbursement

Any expense incurred must have a Head of School or Director of Facility and Business's written authorization (requisition/purchase order, etc.) to be reimbursed for all authorized expenses. Any expense report/voucher must be accompanied by receipts.

Policy M 2.0 - Charitable Donations

Caprock Academy cannot make any contributions to individuals, but only to established known non-sectarian organizations.

Policy M 3.0 - Violation of Established Policies

Established policies exist in order to communicate clearly the philosophy and mission of Caprock Academy. Policies are established for the best interest of the school. Violation of established policies creates situations that compromise the educational, philosophical, and/or fundamental mission of the school. Prevention of policy violations is in the best interest of the school. Anyone who experiences a violation of a policy is encouraged to notify the school.

<u>Administration, Accountability Committee, and/or CABD</u>

Anyone found in violation of an established policy will receive a written notice immediately. The written notice will state the policy and clearly explain its violation.

If disputed, a copy of the notification will be submitted to the Accountability Committee. The Accountability Committee will mediate any discrepancy regarding the violation, unless the violation is against the Accountability Committee, in which case the CABD or its designee will mediate.

The following notifications will also be filed as follows:

- CABD - Written notice will be reviewed at the next CABD meeting and included in the CABD minutes.
- School Administration - Written notice will be reviewed at the next CABD meeting and included in the CABD minutes.
- Parents of Caprock Academy students - Written notice will be reviewed at the next CABD meeting and included in the CABD minutes, without the name/names of violators made public.
- Teachers/Staff - Written notice will be reviewed at the next CABD meeting and included in the CABD minutes, without the name/names of violators made public.
- Students of Caprock Academy - Review and inclusion in CABD minutes will only occur if the Administration finds it necessary, especially if revision of the policy is found to be required.

All policies in the handbook have been approved by the CABD.

Policy M 4.0 - CORA Requests

This policy applies to all requests submitted pursuant to C.R.S. § 24-72-201 et seq., to inspect public records in the custody or control of Caprock Academy. Caprock Academy is committed to the guiding principles of openness, transparency, accountability and responsiveness.

This policy is intended to balance the demands of the Colorado Open Records Act and Caprock Academy's obligations as a public school within the State of Colorado.

Protocols for Requests

Before making a request for records pursuant to this policy, requesters should refer to Caprock Academy's website www.caprockacademy.org to see if the information sought is posted and already publicly available. If there are any questions regarding what type of information is posted on Caprock Academy's website, or the posting schedule, please contact the Head of School.

Requests for Records

Caprock Academy is required to produce records in response to qualifying requests made pursuant to CORA. Caprock Academy strives to be as transparent as possible; however, not all documents maintained by Caprock Academy are available for public inspection. Some documents must be kept confidential to respect the privacy of students and families or otherwise comply with relevant laws.

For the fastest and best response, requesters should avoid vaguely worded inquiries. Each request must be as specific, clear, and narrow as possible. Requests should include:

- Subject matter, in the most descriptive terms possible;
- Date range for search;
- Types of documents to be searched (emails, written documents, reports, etc.);
- Names of persons who you believe created the records, are in possession of the records, are the subject of the records, or transmitted the records;
- Other information that will help Caprock Academy provide the correct records; and
- Contact information of the requester.

A statement explaining the requester's reason for making the request is helpful for Caprock Academy to fulfill the request, but not required.

If a request fails to meet these guidelines, Caprock Academy may be unable to fulfill the request. If more information is needed to process the request, Caprock Academy will make reasonable efforts to contact the requester at the contact information provided within the timeframe for responding to the request.
Requests to inspect public records must be in writing to the Custodian of Records.

Requests may be mailed or faxed to:

Head of School
Caprock Academy
714 24 ½ Road
Grand Junction, CO 81505
Fax: 970-243-3612

As a general matter, Caprock Academy will neither accept nor respond to requests for public records that are submitted via email. Caprock Academy cannot guarantee that such requests will be received. Requests to inspect public records may not be made by phone.

Under CORA, a requester is not required to identify themselves, but sufficient contact information is required to process and fulfill the request.

Public Records Not Subject to Disclosure

Caprock Academy is prohibited by law from disclosing certain confidential records. Additionally, some records are not subject to disclosure because they are privileged under the law.

Below are examples of records generally not subject to disclosure. For a full list of records not public, please see C.R.S. 24-72-202 –204. Records generally not subject to disclosure include, but are not limited to:

- Addresses and telephone numbers of students
    - Pursuant to FERPA, Caprock Academy may not be permitted to release directory information
- Personnel files which include home addresses, telephone numbers, financial information, and other information maintained because of the employer-employee relationship
    - Personnel files may not include applications of past or current employees, employment agreements, any amount paid or benefit provided incident to termination of employment, performance ratings, or any compensation, including expense allowances and benefits, paid to employees by the state, its agencies, institutions, or political subdivisions.
    - NOTE: While some personnel files may be disclosed, Caprock Academy must still redact personally identifying information like home addresses or social security numbers that may be included
- Proprietary information including trade secrets and privileged information
- Specialized details of security procedures/arrangements or investigatory files compiled for any law enforcement purpose
- Certain medical, mental health, sociological, and scholastic achievement data, and electronic health records on individual persons
- Attorney-client privileged information
- Other records required by federal or state law and/or regulations or judicial decisions to remain confidential and/or not subject to disclosure

Sometimes the records requested do not exist. CORA is not a record retention statute, and Caprock Academy is not obligated to create records that do not exist or maintain records outside of relevant legal guidelines or Caprock Academy's policy on records retention.

Responses to Requests

Time for response to records requests shall be as follows:

- The normal time for production shall be three (3) working days, beginning on the first business day after the request is received.
- Such period may be extended upon determination by Caprock Academy that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the three-day period.

Requests to inspect records will not take priority over the regular work activities of school's employees. Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be $.25 per page or, for documents in non-standard formats, the actual duplication costs.

- Caprock Academy may charge a research and retrieval fee based on the actual cost of responding to the request; provided, however, that the hourly rate for employee time is $41.37 per hour, and there shall be no charge for the first hour of employee time. If the custodian charges research and retrieval fees under this paragraph, copying shall be charged at a rate of $.25 per page.
- Payment must be received prior to the requestor receiving copies.

If charges are expected to exceed $41.37, Caprock Academy will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing.

By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written response to proceed will not be counted against the time period set forth above for responding to the CORA request.

If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal working hours. Such inspection must be supervised by a school representative, and the requestor may be charged for any employee time exceeding one hour associated with such inspection.

Manipulation of Records

Caprock Academy may manipulate existing records to redact or exclude information not subject to disclosure or, at its sole discretion, create a new record in order to respond to a request. If Caprock Academy is required to manipulate data to generate the record, Caprock Academy may charge an hourly fee that applies in the same manner as the research or retrieval of records.

Generally, if a public record is stored in a digital format, it should be provided in that format to the requester, including any searchable or sortable functions unless doing so would violate a copyright or licensing agreement, result in the release of a third party's proprietary information, or if it is not feasible to permanently remove any information that is excluded from the request without need for additional software or programming.

The actual costs of manipulating such data and generating such records will be assessed. This may include the hourly fee that applies to research and retrieval as well as any additional actual costs, such as a fee equal to the incremental costs of maintaining a computer database or running a computer program used to analyze or compile data into a single report.

For questions related to CORA requests please contact the Head of School.

Address all CORA requests to

Caprock Academy
714 24 ½ Road
Grand Junction CO, 81505
Fax: 970-243-3612

Policy M 5.0 - Parent Notification of Employee Conduct

The Caprock Academy Board of Directors ("the Board") is committed to maintaining a professional workforce whose conduct conveys respect for themselves, their peers, our students, and the greater community we serve. While federal and state laws, regulations and other district policies impose expectations of staff and prohibitions on their actions, the purpose of this policy is to ensure timely notification to parents of students when the school learns that an employee has been convicted of certain felony crimes.

The Colorado legislature has provided a list of disqualifying offenses that it determined pose a risk to the educational setting. Caprock Academy ("the school") recognizes that employees accused of committing these offenses are presumed innocent until proven guilty, but the school understands and respects that these charges can be very concerning to our students and families. Consequently, when the school receives notice that a current or former employee has been charged or convicted of any of the statutory enumerated offenses, the school will provide parents and guardians information regarding the charge or conviction. The school may partner with relevant law enforcement agencies to determine what information should be included in the notice regarding the charge or conviction.

Additionally, when Caprock Academy receives notice that an employee has been charged with one of these offenses and the underlying allegation implicates or poses an ongoing risk to students, the school will place the employee on administrative leave. In accordance with state law, all employees convicted of one of these enumerated offenses will immediately be disqualified from continued employment.

<u>Definitions</u>

For the purposes of this policy, the following definitions shall apply:

- "Employee" means an employee of Caprock Academy whose employment requires or required the employee to be in contact with students or whose work area gives or gave the employee access to students. "Employee" includes a former employee if the individual was employed by the school at any time within 12 months before an offense is charged. If a school has contracted with a private entity to operate an online school, the employee of the private entity is deemed to be an employee of the school.
- "Parent" means the biological or adoptive parent or the legal guardian or legal custodian of a student enrolled in a school at the time notification is made.

<u>Caprock Academy's Responsibility to Monitor Criminal Proceedings</u>

The school routinely receives reports from the Colorado Bureau of Investigation ("CBI") relating to employees who have previously been subject to a background check.

If Caprock Academy receives a report from the CBI that includes information that an employee has been arrested for any of the crimes listed below, the Head of School and Director of Facilities and Business shall monitor the criminal proceedings to determine whether the employee is charged with an offense listed below and whether a preliminary hearing has been held if the charge is eligible for a preliminary hearing.

In addition, any time Caprock Academy finds good cause to believe that an employee has been convicted of a felony or misdemeanor, other than a misdemeanor traffic offense or traffic infraction subsequent to such

employment, the school shall require the person to submit a complete set of his or her fingerprints for a fingerprint-based criminal history record check.

Crimes that require further monitoring and potential notification to parents are:

- Felony child abuse;
- A crime of violence, not including assault in the second degree unless the victim is a child;
- A felony offense involving unlawful sexual behavior;
- A felony, where it is alleged that the underlying factual basis of which includes an act of domestic violence;
- Felony indecent exposure; or
- A felony drug offense that is a Level 1 or Level 2 drug felony.

Notification Procedure

Within two school days after the preliminary hearing is held, waived or deemed waived by the employee, or within two school days after the date on which the employee is charged if the charged offense is not eligible for a preliminary hearing, the school shall provide notice to parents.

Notice should be sent to parents of all students who:

- Were enrolled in the school in which the employee is employed or was employed at the time of the alleged offense; or
- The school has reason to believe that the employee may have had contact with the student as part of the employee's employment with the school.

The notification shall contain:

- The name of the employee;
- The employee's position;
- Whether the employee continues to be employed by the local education provider;
- The length of employment with the school
- The alleged offense as set forth in the charging document, including the violation of statute or code; and
- A statement that, under state and federal law, a person is presumed innocent until proven guilty.

If a school has already provided notice to parents about the employee's charge which substantially conforms with these notice requirements, the school need not provide additional notice of the charge.

A second notification is required within two school days after the school confirms the disposition, or outcome of the charge. The disposition notification shall provide notice to parents of the disposition of the charge and shall be in the same manner as the original notification.

Additional Parameters

Notifications shall be in the same manner by which the school notifies parents of important school business, which may include email, other electronic communication, or by first-class mail.

The school may provide additional information to parents regarding the underlying facts or circumstances relating to the charge but shall not disclose the identity of the alleged victim.

Parental notification may be delayed if requested by law enforcement.

Notification must be sent regardless of whether or not the circumstances of the charge occurred when the employee was off duty.

Notification When School is Out of Session

The duty to notify parents of qualifying charges and convictions against employees continues while school is out of session. Accordingly, the Head of School and the Director of Facilities and Business shall continue to monitor CBI reports and criminal proceedings during scheduled breaks to ensure notification requirements are met.

Reporting to CDE and CSI

If an employee of the school is dismissed or resigns because of an allegation of any one of these enumerated crimes, and such allegation is supported by a preponderance of the evidence, the Board shall notify the Colorado Department of Education ("CDE") and the Colorado Charter School Institute ("CSI"). The Board shall provide any information requested by CDE or CSI concerning the circumstances of the dismissal or resignation. The school shall notify the employee that information concerning the employee's dismissal or resignation is being forwarded to CDE and CSI unless the notice would conflict with the confidentiality requirements of the "Child Protection Act of 1987", part 3 of article 3 of title 19, C.R.S.

If Caprock Academy learns from a source that a current or past employee of the school has been convicted of, pled guilty to, pled no contest, or has received a deferred sentence or deferred prosecution for any of the above enumerated crimes, the school shall notify CDE and CSI.

Safe School Plan

This policy is incorporated into Caprock Academy's Safe School Plan.
Adopted: November 2018

Legal References

- C.R.S. 22-1-130 (Notice to parents of alleged criminal conduct by school employees - legislative declaration - definitions)
- C.R.S. 22-30.5-110.5 (Information provided to department)
- C.R.S. 22-30.5-511.5 (Background investigations - prohibition against employing persons - institute charter school employees' information provided to department)
- C.R.S. 22-32-109.8(6.5) (Prohibition against employing persons)

Policy M 6.0 - Crisis Management

The Governing Board (the "Board") for Caprock Academy recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment, and that safe schools contribute to improved attendance, increased student achievement, and community support. The Board further acknowledges the necessity of preparing a School Response Framework to adequately prepare school personnel, parents, and the community to respond appropriately to a crisis that involves the school community.

As an important component of school safety planning, the Caprock Academy Board adopts the National Response Framework and National Incident Management System (NIMS) as applicable to schools. In adopting the National Response Framework and NIMS, Caprock Academy will institutionalize the Incident

Command System to ensure all responders use common language and processes when responding to a school emergency. Caprock Academy will achieve compliance with the requirements set forth in C.R.S. 22-32-109.1(4) no later than December 31, 2021 and will continue to take the necessary steps to remain in compliance.

The Board directs the Head of School (or designee) to develop, implement, and maintain a School Safety, Readiness, and Incident Management Plan (Safety Plan) including, to the extent possible, emergency communications that coordinates with any statewide or local emergency operation plans already in place. To the extent possible, the Safety Plan shall be done in conjunction with Caprock Academy's local community partners including fire departments, law enforcement agencies, emergency medical service personnel, mental health organizations and local public health agencies. The Safety Plan shall incorporate the requirements of state law and CSI Board Policy and shall be reviewed and updated at least annually.

References

- 22-32-109.1(4), C.R.S.
- 22-30.5-503.5, C.R.S.

CSI Board Safe Schools Policy CSI Safety Policy Supplement
[Updated October 2021]

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day Caprock Academy (“School”) receives a request for access.
    - Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
    - Parents or eligible students who wish to ask the School to amend their child’s or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
    - Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the parent or eligible student.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland
Avenue, SW Washington, DC 20202

<u>See the list below of the disclosures that elementary and secondary schools may make without consent</u>
FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

[Updated August 2020]

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Caprock Academy ("School"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Caprock Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with Caprock Academy's procedures. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want Caprock Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School in writing by September 1st, or at the time of enrollment if enrollment occurs after September 1st.

Caprock Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

[Updated August 2020]

Parents Right to Know Staff Qualifications

To: All Parents
From: Caprock Academy
Date: July 2018

As a parent of a student at Caprock Academy, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds.

Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.

- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees. Whether any educational assistants or similar para-educators provide services to your child and, if they do, their qualifications.

Please contact the Head of School, Brian Goodbar at 970-243-1771 or b.goodbar@caprockacademy.org if you would like to receive any of this information.

Classroom Request Guideline and Form

All classroom requests must be made in writing using the Teacher Request Form and received no later than May 1st, or the closest Monday if May 1st should fall on a weekend, in order to be considered.

- Priority for classroom placements will typically fall in the following order:
    - Individual Student Learning Plan consideration
    - Administrator recommendation (with rationale)
    - Individual placement by a classroom teacher (with rationale)
    - Parent request
    - Teacher created class lists
        - Teacher created lists take into consideration several factors, including but not limited to, academic and social considerations, total class size, male to female ratios, individual student behavioral history, etc.
- Parents wishing to make a request for their child for the upcoming school year must make the request in writing to the Head of School by submitting a completed Teacher Request Form**.**
- It is not possible to honor all requests.
- Parents are cautioned not to request placement or non-placement based upon what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child experiences.
- Requests for a child not to be placed with another child, for whatever reason, must be noted in writing on the Teacher Request Form. Given other circumstances and teacher recommendations, it is not always possible to honor these requests.
- The final decision on all student placement rests with the Head of School after due consideration of the priority level of teacher and parent recommendations and requests. Efforts will be made to honor parent requests within the prioritization of recommendations, but not all requests will be able to be fulfilled each year.

The school thanks you for your support and consideration as well as your cooperation and understanding.

Sample Teacher Request Form

Students Name:_____
Requesting Parent's Name:_____
Grade Student Will be Entering (circle one): **K 1 2 3 4 5 6**
Teacher Requested:_____
Reason for Request:

By signing below, I acknowledge that my request will be considered, but is not guaranteed to be granted.
Parent Signature_____ Date:_____
Please return this completed form to the Caprock Academy Front Office.
**Forms must be received by May 1st in order to be considered.*

Fee Schedule
Please visit our website for the most current and updated Fee Schedule.

Financial Assistance and Scholarships
Families in need of financial assistance must complete a Free & Reduced Application Management Form for Educational Benefits (FRAM) prior to their request.

All financial assistance/scholarship requests must be requested prior to the start of each activity or fee and must be completed each school year, on or after July 1.

Handbook Policy Notice
The policies and procedures contained in this handbook are reviewed regularly and may be revised, amended, or discontinued at any time. Families and staff will be notified of significant changes when appropriate. If any discrepancy exists between this handbook and a Board-approved policy, the most current Board-approved policy shall prevail.

Questions regarding the current status, interpretation, or application of any policy should be directed to the Head of School. If needed, the Head of School may consult with or refer matters to the Board of Directors.