



# **Secondary Parent/Student Handbook**

**Addenbrooke Classical Academy  
Charter School**

**2016-2017 School Year**

**Charles Wright, Executive Director  
Julie Spencer, Elementary Principal**

# Welcome!

## Students and Parents:

**Welcome to school year 2016–2017!** Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Addenbrooke Classical Academy Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the School must provide to all parents as well as other information to assist you in responding to school-related issues.

**Section II**—INFORMATION FOR STUDENTS AND PARENTS organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Addenbrooke Classical Academy Discipline Code which is a document adopted by the board, and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or as a separate document sent home to parents and available in the Executive Director’s office.

The student handbook is designed to be in harmony with board policy and the Jefferson County Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Jefferson County Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Jefferson County Student Code of Conduct that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the Executive Director.

Also, please complete and return the following forms packet accompanying this handbook:

1. Parental Acknowledgment;
2. Student Directory Information;

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3. Release of Information to Military Recruiters and Institutions of Higher Learning; and
4. Consent/opt-out forms.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the School's policy manual is available for review in the Executive Director's office.

## **SECTION I**

### **REQUIRED NOTICES AND IMPORTANT INFORMATION FOR PARENTS**

This section of the Addenbrooke Classical Academy Student Handbook includes several notices that the School is required to provide you, as well as other information on topics of particular interest to you as a parent.

#### **STATEMENT OF NONDISCRIMINATION**

In its efforts to promote nondiscrimination, Addenbrooke Classical Academy does not discriminate on the basis of race, religion, color, national origin, gender or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following School staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Charles Wright, Executive Director, 3940 S. Teller St., Lakewood, CO 80235
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kathleen Mayer, Assistant Principal.
- All other concerns regarding discriminations: Charles Wright, Executive Director

#### **Asbestos and Pest Management**

Addenbrooke Classical Academy follows state guidelines for the removal of asbestos and pest management. For questions concerning these matters, contact Charles Wright.

#### ***PARENTAL INVOLVEMENT***

##### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the School.
- Discussing with the counselor or Executive Director any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, or Executive Director, please call the school office at 303.989.1336 for an appointment. The teacher will usually return your call or meet with you during his or her conference period before or after school.
- Becoming a school volunteer. For further information, contact the school office.
- Participating in campus parent organizations. Parent organizations include: PACS (parent/teacher organization).
- Serving as a parent representative on the School-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.
- Serving as a parent representative on the School Health Advisory Council, assisting the School in ensuring local community values are reflected in health education instruction
- Attending board meetings to learn more about School operations. Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.

- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

### **“Opting Out” of Surveys and Activities**

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

### **Limiting the Display of Student's Artwork and Projects:**

The School will seek parental consent before displaying student's artwork, special projects, photographs taken by students and the like to be displayed on the School's Web site, in printed material, by video, or by any other method of mass communication.

### **Requesting Professional Qualifications of Teachers and Staff**

- You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

[See also, Removing a Student from Human Sexuality Instruction for additional information.]

## **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

## **Granting Permission to Video or Audio Record a Student**

- As a parent, you may grant or deny any written request from the School to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:
- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

## **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Colorado Department of Education.

## **Excusing a Student from Reciting the Pledges to the U.S. Flag**

As a parent you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag. The request must be in writing.

### **OTHER IMPORTANT INFORMATION FOR PARENTS**

#### **ACADEMIC DIFFICULTIES**

If a student is experiencing academic or learning difficulties, the student and parent should contact the teacher of the class the difficulty is in. Many times academic struggles may be based on misunderstanding, need for clarification, or missing assignments, and the teacher can assist the students and parent. If a student continues to experience difficulties or challenges with academic performance then Addenbrooke Classical Academy has a Multi-Tiered Student Support process that can offer supports and strategies to help a student experience success. If a parent would like to initiate the MTSS process please contact Kass Mayer, Assistant Principal, at 303-989-1336.

Parents of students with a learning disability or who may need special education services, may request an evaluation for special education at any time. For more information please contact the Special Education department at school or the Executive Director. Special Education request for evaluation should be in writing and to Addenbrooke Classical Academy's Special Education team with a copy to the Executive Director. The school will follow all Jefferson County Public Schools laws and procedures for special education evaluation requests.

#### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the School must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

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- School officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the Executive Director, administrators, and Executive Directors; teachers, counselors, diagnosticians, and support staff; a person or company with whom the School has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of post-secondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The Executive Director is custodian of all records for currently enrolled students at the assigned school. The Executive Director is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Executive Director’s office is 3940 S. Teller St., Lakewood, CO 80235.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the Executive Director. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the School refuses the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in the Dispute Resolution Section.

The School’s policy regarding student records is available from the Executive Director’s office.



The parents' or eligible students' right of access to and copies of student records do not extend to all records. Materials that are not considered educational records – such as a teacher's personal notes about a student that are shared only with a substitute teacher – do not have to be made available to the parents or student.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the School is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202.5901

**Directory Information**

The law permits the School to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the Executive Director within ten school days of your child's first day of instruction for this school year.

**Directory Information for School-Sponsored Purposes**

The School often needs to use student information for the following school-sponsored purposes. This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the School wishes to use this information for the school-sponsored purposes listed.

**Release of Student Information to Military Recruiters and Institutions of Higher Education**

The School is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the School not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the School to provide this information to military recruiters or institutions of higher education.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the Addenbrooke main office at 303.989.1336.

### ***ABSENCES/ATTENDANCE***

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

#### **Compulsory Attendance**

The state of Colorado provides by law for compulsory school attendance of all children between the ages of six on or before August 1<sup>st</sup> and under the age of seventeen.

Addenbrooke Classical Academy aligns with the district policies on attendance and absences (Jeffco Policy JH), which allows a student who has been absent for any reason (excused or unexcused) to request makeup work from the teacher on the day he or she returns to class and has two days for every day absent to submit work for credit.

#### **Failure to Comply with Compulsory Attendance**

The responsibility for compliance with the law belongs to the parents. The school must notify parents if there is a problem with attendance. The school is obliged to keep an accurate record of daily attendance. This record is placed in the student’s permanent record and kept on file indefinitely.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction will be considered in violation of a compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

**22-33-107. Enforcement of compulsory school attendance.** (3) (a) As used in this subsection (3), a child who is "habitually truant" means a child who has attained the age of six years and is under the age of SEVENTEEN years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection (3).

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus Executive Director, follows the campus procedures to verify such a visit, and makes up any work missed.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the Executive Director, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the Executive Director, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above add exemptions of compulsory attendance will be considered days of attendance for this purpose.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the school. For a student transferring into school after it begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the Executive Director in accordance with school policy.

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

### ***ACADEMIC PROGRAMS***

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices.

### **BULLYING**

Bullying is intentional targeting of a student and it can take physical, verbal, or social form. It can range from hitting, shoving, name-calling, threats to extorting money or other possessions. Teasing can be considered bullying when it becomes hurtful, unkind, or constant. Some kids bully by shunning others and spreading rumors about them. Some may use email, chat rooms, instant messages, social networking websites, or text messages to taunt or hurt others' feelings. Bullying behavior is unacceptable, it will be taken seriously, and it will be promptly dealt with. Addenbrooke Classical Academy uses a bully proofing program with students to bring awareness and teach strategies.

### ***CHILD SEXUAL ABUSE***

The School has established a plan for addressing child sexual abuse.

## ***CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT***

Grades from all high school courses except office aide, teacher aide, physical education, and athletics will be included in calculating each student's grade point average and class ranking. Grade point average will be based upon weighted grade points from an approved list of course and grade point scale.

## ***COLLEGE CREDIT COURSES***

Dual credit/college courses will be offered as requested depending upon availability and scheduling. Students and parents should contact the school counselor or high school principal for further information.

## ***COMPLAINTS AND CONCERNS***

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher, principal or Executive Director. For those complaints and concerns that cannot be handled so easily, the School has adopted a standard complaint policy. A copy of this policy may be obtained in the administration office.

In general, the student or parent should submit a written complaint and request a conference with the school Principal. If the concern is not resolved, a request for a conference should be sent to the Executive Director. If still unresolved, the School provides for the complaint to be presented to the board of trustees.

## ***COMPUTER RESOURCES***

To prepare students for an increasingly technological society, the School has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail and other electronic communications using School computers is not private and will be monitored by School staff. [For additional information, see policies at CQ.]

## ***CONDUCT***

### ***DISCIPLINE PHILOSOPHY AND PROCEDURES***

Addenbrooke Classical Academy students are expected to act appropriately at all times in the classroom and lunchroom, in the hallways and bathrooms, during recess, on Field Trips and at any school function. Students should be well-behaved and respect themselves, others, and property.

Appropriate behavior should follow our Four School Rules.

Four School Rules

1. Keep all communications honoring to one another and oneself.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.

4. Be a good caretaker of all things.

### **Discipline Philosophy and Procedures**

The purpose of “discipline” is inherent in the term itself. The term “discipline” derives from a word indicating a “learner” or “student” (disciple). It is not the intention of the school discipline policy to simply punish a student for wrongdoing, but to instruct, train, and educate that student so that he or she will make a better choice at the next opportunity. To accomplish this goal, a simple three-step process is encouraged: first, a teacher or administrator gives an instruction (communication). Next a student makes a decision to follow and obey that instruction or not (choice). Finally, the teacher (administrator) sees to it that an appropriate result is received (consequence); if the student obeys and responds properly the appropriate consequence is commendation (or reward), if not the student is corrected and “disciplined.”

Each faculty member will receive direction and instruction in these procedures, and individual classroom guidelines will be established by the faculty. If these steps do not produce a positive response from the student, the administration will be invited into the procedure. It is the policy of Addenbrooke Classical Academy to communicate with parents as early in the process as is appropriate and warranted.

Inappropriate behavior is behavior that interferes with the teaching and learning process. It is Addenbrooke Classical Academy’s philosophy that teachers have the right to teach and students have the right to learn. It should be noted that as a Jefferson County Public School, we follow the Jefferson County Public Schools Student Conduct Code. The Jefferson County Public Schools Student Conduct Code booklet may be found on our web-site.

For safety purposes, the School permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

### **The use of cell phones in locker rooms or restroom areas at anytime while at school or at a school-related or school-sponsored event is strictly prohibited.**

A student who uses a telecommunications device during the school day shall have the device confiscated. The [student/parent] may pick up the confiscated telecommunications device from the Executive Director’s office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or student’s parents will be disposed of after the notice required by law.

The School will not be responsible for damaged, lost, or stolen telecommunications devices.

The booklet details state law concerning student conduct.

One of the most important lessons for any student to learn is how to respect authority, respect the rights of others, and take care of his or her own and others’ property.

Additionally, no student will be allowed to disrupt the education of other students.

Although it is necessary to have school and classroom rules, our emphasis will not be on do’s and don’ts, but guiding the student to a proper response to any given situation. In

order to accomplish this, we will set discipline standards that are enforced fairly and consistently (recognizing that due to age, experience, and other factors, not all students are the same and need individualized attention). Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters and that communications are open and honest. It is of utmost importance that the teacher and parents work together as a team in discipline matters.

## **K-12 Discipline Procedures**

Addenbrooke Classical Academy utilizes Incident and Discipline Reports to inform parents of behavior issues. These reports require a parent signature and that they be returned to school to insure that school-to-home communication has occurred. A phone call home is not always made for a discipline issue. Parents are welcome to call the adult issuing an Incident/Discipline Report if any further clarification of the incident is needed.

1. Classroom intervention: When appropriate, a supervising adult uses strategies such as redirection, Recovery, and verbal discussion to interrupt disruptive or unacceptable behavior.
2. The issuance of an Incident Report: An Incident Report may be issued to a student by a supervising staff member for an incident that reflects poor or unacceptable behavior. This form will state the facts of what has happened and the action taken by the staff member. A parent must sign this form and the student will return it the next day.
3. The issuance of a Discipline Report: A Discipline Report may be issued for those behaviors that are of a more serious nature or if a pattern of unacceptable behavior is established. This form will state the facts of what has happened and the action taken by the staff member. An administrator will be involved in this process. A parent must sign this form and the student will return it the next day.
4. Suspension: The Executive Director or designee have the authority and option to suspend a student from school. Suspensions may occur based on grounds outlined in the Jefferson County Public Schools Student Conduct Code or at the Principal's discretion.
5. Expulsion: Expulsion may occur based on grounds outlined in the Jefferson County Public Schools Student Conduct Code.

## **Habitually Disruptive Student Process**

State law and District policy define disruptive behavior as behavior initiated, willful, and overt on the part of the student and which requires the attention of school personnel to deal with the disruption. Any student who displays a pattern of disruptive behavior may be placed on the Habitually Disruptive Student Process and will have a behavior plan developed. If the student continues to engage in disruptive behavior (after being placed on the Habitually Disruptive Process) and receives a third suspension in the Habitually Disruptive Process in any one school year, he or she shall be declared a habitually disruptive student and shall be subject to a mandatory expulsion process.

## **Mandatory Expulsion Process**

After a child receives a third suspension in the Habitually Disruptive Student Process, the sale of illegal drugs, possession of a weapon with the intent to threaten or harm or does harm a student, and/or possession of a firearm, the mandatory expulsion process begins. Expulsion may also occur for other serious violations as described in the Jefferson County Public Schools Student Conduct Code.

## **Disruptive Behavior and Students with Disabilities**

Students with disabilities are subject to suspension and expulsion on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in the Jefferson County Public Schools Student Conduct Code.

## **Environment**

It is the policy of Addenbrooke Classical Academy to maintain an environment for its students which is free from alcohol, drugs, and any form of harassment. Any student caught partaking in these activities will face administrative action, and perhaps district or legal involvement, ranging from suspension or expulsion to legal/criminal charges against the student. In these cases, the school resource officer or other officers of the jurisdiction may question students, and parental notification will take place consistent with the Jefferson County School District guidelines. Students and parents are encouraged to carefully read the Jefferson County Public Schools Student Conduct Code distributed by the Jefferson County School District. The administration of Addenbrooke Classical Academy is bound to follow these procedures and directives. Complaints of any kind of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

Reporting: Any student witnessing or suffering harassment shall immediately report the matter to his or her teacher. If a student feels like the complaint was not resolved, he or she may then report the matter to an administrator. The teacher or administrator receiving the complaint will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.

## **STUDENT DRESS CODE**

Addenbrooke Classical Academy believes that the way students dress is a direct reflection on their behavior and the reputation of the school. Accordingly, we have established a dress code to teach grooming and hygiene, prevent disruption, and minimize safety hazards. That being said, Addenbrooke Classical Academy recognizes that our High School students are approaching adulthood, and we want to provide the privilege of greater choice in dress.

### **General Guidelines**

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the stated dress code.

- Students must present a neat appearance.
- Items of dress are to be of an appropriate size/fit, must be modest, and worn as intended by the dress code policy.
- A student can be out of compliance for wearing non-approved items or by



wearing approved items in a manner that is sloppy, immodest or otherwise inappropriate.

- Appearance that is so conspicuous, extreme, distracting, immodest, profane, disrespectful, or different in color and style that it would draw undue attention from an outside visitor shall not be allowed.

## **What to Wear**

### **Middle School**

#### **Shirts:**

- Only solid red, gray, and black polo shirts (no ruffles, lace, elastic, logos, designs)
- Polos may have the school insignia but no other ornamentation
- No T-shirts allowed unless it is approved Addenbrooke logo wear
- Shirts may not have holes or be ragged and worn or sleeveless
- Shirts may not have logos or display designs related to alcohol, tobacco, drugs, gangs, violence, or offensive language
- Girls' tops must be modest and may not show undergarments or cleavage
- Blouses and button down shirts are not allowed
- White T-shirts may be worn under uniform shirts. Solid colored turtlenecks (white or a color appropriate to the school) may also be worn under uniform shirts.

#### **Pants, Shorts, Capris, and Skirts:**

- Solid khaki, black or blue denim pants, skirts, and capris are allowed
- Skirts must not be more than two inches above the top of the kneecap (Credit Card)
- Pants may not "sag" or "bag" or be overly tight-fitting
- Walking shorts are allowed to be worn until October 15th and after April 1st unless otherwise specified by administration in advance. Shorts need to be solid khaki or black and must be knee-length.
- Pants, shorts, and capris may not be ripped, ragged, or worn
- Pants, shorts, or capris may not be made of fabric that stretches. Specific garments prohibited under this include any "workout" or yoga pants, jeggings, leggings, or sweatpants of any kind

#### **Sweatshirts and Jackets:**

- Solid color sweaters or sweatshirts without hoods and without any designs or logos (color appropriate to the school) may be worn over uniform shirts
- All sweaters, either round neck or v-neck, must have a shirt collar visible underneath
- Jackets or sweatshirts may be worn in the building if unzipped, unbuttoned, or otherwise opened in the front
- Jackets or sweatshirts may not display logos or designs related to tobacco, alcohol, drugs, gangs, violence, or offensive language

#### **College Wear Days:**

- Students may wear a sweatshirt, T-shirt, hoodie, or other shirt displaying a college logo on designated "College Wear Days"
- All other dress code rules still apply

## **Parent/Student Handbook**

- Absolutely no sweatpants or leggings, even if logoed wear

### **Accessories and Hair:**

- No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school's administrators;
- Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings inside the building are not permitted;
- Girls may wear pierced earrings in the earlobes. We do not permit visible tattoos or other body piercings including nose rings, nose pins, tongue rings, tongue pins, or any jewelry accessorizing facial or body piercings;
- We do not permit distracting or extreme makeup, hairstyles or hair color including green, red, blue, purple, or orange. Boys' hair length cannot extend past the bottom of the shirt collar;
- Students may not wear chains, wallet chains, or spiked jewelry on campus or at school related activities

## **High School Dress Code**

### **What To Wear**

#### **Shirts**

- Shirts must only be polo or buttoned down dress shirts for both boys and girls. Shirts must have a collar.
- No t-shirts allowed unless it is approved Addenbrooke logo wear.
- Shirts may not have holes or be ragged and worn or sleeveless.
- Shirts may not have logos or display designs related to alcohol, tobacco, drugs, gangs, violence, or offensive language.
- Girls' dresses and tops must be modest and may not show undergarments or cleavage.
- Girls' dresses and tops must have sleeves.

#### **Pants, Shorts, Capris, Skirts, and Dresses:**

- Pants, shorts, and capris must be of traditional solid conservative color – navy, khaki, brown, black, gray, or solid blue denim.
- Girls may wear patterned skirts and dresses.
- Pants may not "sag" or "bag" or be overly tight-fitting.
- The length of pants, shorts, skirts, and dresses will not be shorter than two inches (credit card) above the top of the knee.
- Pants, shorts, and capris may not be ripped, ragged, or worn.
- Pants or shorts may not be made of fabric that stretches. Specific garments prohibited under this include any "workout" or yoga pants, jeggings, leggings, or sweatpants of any kind.

#### **Sweatshirts and Jackets:**

### **Parent/Student Handbook**

- All sweaters, either round neck or v-neck must have a shirt color visible underneath.
- Jackets or sweatshirts without hoods may be worn in the building if unzipped, unbuttoned, or otherwise opened in the front.
- Jackets or sweatshirts may not display logos or designs related to tobacco, alcohol, drugs, gangs, violence, or offensive language.

### **College Wear Days:**

- Students may wear a sweatshirt, t-shirt, hoodie, or other shirt displaying a college logo on designated "College Wear Days".
- All other dress code rules still apply.
- Absolutely no sweatpants or leggings, even if logoed wear.

### **Accessories and Hair:**

- No manner of clothing, jewelry, button or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages or pictures or words determined distracting or demeaning to others by the school administrators.
- We do not permit hats, caps, sweatbands, bandanas, sunglasses, or other head coverings while inside the building.
- Girls may wear pierced earrings in the earlobes. We do not permit visible tattoos or other body piercings including nose rings, nose pins, tongue rings, tongue pins, or any jewelry accessorizing facial or body piercings.
- We do not permit distracting or extreme makeup, hairstyles or hair color including green, red, blue, purple, or orange. Boys' hair length cannot extend past the bottom of the shirt collar.
- Students may not wear chains, wallet chains, or spiked jewelry on campus or at school related activities.

## **Telecommunications Devices, Including Mobile Telephones**

### **Other Electronic Devices**

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the Executive Director. Without such permission, teachers will collect the items and turn them in to the Director's office. The Executive Director will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The School will not be responsible for any damaged, lost, or stolen electronic device.

The school may charge the owner for the release of certain telecommunication devices.

## **Inappropriate Use of Technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Discipline Code* and may, in certain circumstances, be reported to law enforcement.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Homeroom parties shall be limited to one per homeroom per semester. The homeroom may choose to have a party on the day before we dismiss for Thanksgiving, Christmas, Spring Break, or Easter. Teachers may prefer no parties at all, if they so choose. No student will be allowed to leave school to go get food (e.g. pizza) or supplies. Any food or supplies for any homeroom party must be brought to school before first period. Students will not be allowed to miss class to prepare for a party.

### ***CONTAGIOUS DISEASES / CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or Executive Director so that other students who might have been exposed to the disease can be alerted.

The school nurse or the Director's office can provide information from the Department of State Health Services regarding these diseases.

### ***COUNSELING***

#### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or Executive Director to learn more about course offerings, the graduation requirements, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application

deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The School Counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The Counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the Counselor should notify the office.

### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes.

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, Executive Director, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home-schooling, correspondence courses, or independent study supervised by a teacher.

The Executive Director would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

### **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The school believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and School employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. School employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

## **Harassment**

**Harassment, in general terms, is conduct so severe, persistent, or pervasive** that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the School's policy is available in the Executive Director's office and in the Executive Director's office.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## **Sexual Harassment**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships between students and School employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances;

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jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

### **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a School investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, Executive Director, or other School employee. The report may be made by the student's parent to the appropriate school officials, i.e., Executive Director or Assistant Administrator.

### **Investigation of Report**

To the extent possible, the School will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The School will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the School.

In the event prohibited conduct involves another student, the School will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

Any student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with the Dispute Resolution Policy.

### **Investigation of Reported Harassment**

To the extent possible, the School will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The School will notify the parents

of any student alleged to have experienced prohibited harassment by an adult associated with the School.

In the event alleged harassment involves another student, the School will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by policy.

If the School’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The School may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a School investigation, however, may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with the Dispute Resolution Policy.

## **DISCRIMINATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation]

## ***DISTANCE LEARNING***

Addenbrooke Classical Academy offers concurrent enrollment learning courses, which can count for high school credits and/or college credit. Questions concerning this should be addressed to the Executive Director or to the Assistant Administrator.

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the Executive Director, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newsletter and the yearbook are available to students.

All school publications are under the supervision of a teacher, sponsor, and the Executive Director.

[See **Directory Information for School-Sponsored Purposes**]

### **Non-school Materials -- from students**

Students must obtain prior approval from the Executive Director before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under



the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The Director has designated the office as the location for approved non-school materials to be placed for voluntary viewing by students.

A student may appeal the Executive Director's decision in accordance with the Dispute Resolution Policy. Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the ***Discipline Code***. Materials displayed without the Director's approval will be removed.

### **Non-school Materials -- from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the School or by a School-affiliated school-support organization will not be sold, circulated, distributed, or posted on any School premises by any School employee or by persons or groups not associated with the school. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Executive Director for prior review. The Director will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate school complaint policy.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from School property immediately following the event at which the materials are distributed.

### ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the Colorado High School Activities Association (CHSAA) a statewide association overseeing inter-School competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language – may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the ***Discipline Code*** or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

## ***FUND-RAISING***

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Director at least 5 days before the event.

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the School, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any School-owned or leased property or campus playground.

## ***GRADUATION***

### **Requirements for a Diploma**

To receive a high school diploma from the school, a student must successfully complete the required number of credits.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

### **Graduation Activities**

Graduation activities will include:

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- Commencement exercises

## **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only these students will be eligible to give remarks:

- Class Officers
- Valedictorian(s) and Salutatorian(s)
- Students selected by Director or Director designee(s) using neutral criteria

however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

## **Graduation Expense**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

## ***HEALTH-RELATED MATTERS***

### **Physical Activity for Students in Middle School**

Students in middle or junior high school shall engage in 30 minutes of vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

The school offers 50 minutes of physical activity to students in middle or junior high school to meet School physical education requirements for these grades. For additional information on the School's requirement and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the Director.

### **Vending Machines**

The School has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Executive Director.

## **Other Health-Related Matters**

### **Tobacco Prohibited**

The School and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

### ***HOMEWORK***

Students and parents will be responsible for completing homework within the time specified by the teacher. Homework not completed could result in disciplinary action.

### ***IMMUNIZATION***

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Statutes regarding school entry: Colorado Revised Statutes: 4S/C1H/O0 9OL ENTRY IMMUNIZATION Title 25 (Health), Article 4 (Disease Control), Part 9 (School Entry Immunization). If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Colorado Department of Public Health and Environment. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### ***LAW ENFORCEMENT AGENCIES***

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Director will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The Director will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Director ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the Executive Director considers to be a valid objection.

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- The Executive Director ordinarily will be present unless the interviewer raises what the Director considers to be a valid objection.

### **Students Taken Into Custody**

State law requires the School to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the Executive Director will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The Executive Director will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Director considers to be a valid objection to notifying the parents. Because the Director does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The School is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the Executive Director and previously communicated to students.

### **In-school Suspension (ISS) Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The School may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The School will not charge the student for any method of completion provided by the School.

## ***MEDICINE AT SCHOOL***

### **Clinic**

The school office has a clinic. Parents should bring special health problems to the attention of the teacher and the Clinic Aide.

The purpose of the clinic is to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up his or her student in the event of illness or accident. A sick student must be picked up within 30 minutes of the school contacting the parent or emergency contact. The school does not have facilities to keep students who are contagious or are so ill that they need to be in bed.

### **Medication Policy**

All prescription medication and over the counter medication should be sent to the clinic in their original container, properly labeled with a date, the name of the child, the name of the medication, the directions for taking the medicine and the name and telephone number of the doctor prescribing the medication. Over the counter medications should also be in their original container and labeled with the date, the name of the child, and the directions for taking the medicine. Only medications in their original container will be given to a student. A completed medication form #924 must accompany the medicine. No medicine will be dispensed from the clinic unless a completed form is on file. It is the parent's responsibility to make sure that there is an ample supply of medication for the student. Students may not self-medicate at the school.

- In certain emergency situations, the School will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the School's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the School's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or Executive Director.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or Director for information.

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other School employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A School employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

### ***PRAYER***

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the School.

## ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctors' appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the Executive Director has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school clinic aide. The clinic aide will decide whether or not the student should be sent home and will notify the student's parent.

## ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 12 weeks.

At the end of the first six weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the Executive Director pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the School's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the Director in accordance with local policy.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

## ***EXEMPTIONS***

All students in grades 7-12 may be exempted from semester exams as follows if the principal so chooses:

1. A grade average (per class) of 90 or above with 3 or fewer absences.
2. A grade average (per class) of 80 or above with 2 or fewer absences.



3. A student with 4 or more absences (per class) or a grade average of 79 or lower (per class) will be required to take exams.
4. A student's behavior results in no more than one day of In School Suspension assignments per semester.

## ***SAFETY***

Student safety on campus and at school-related events is a high priority of the School. Although the School has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the ***Discipline Code***, as well as any additional rules for behavior and safety set by the Executive Director, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Executive Director any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other School employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

## **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other School employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

Announcements of school closings due to bad weather or other emergencies will be made on the radio and on television stations in accordance with Jefferson County Public Schools decisions:

## **Parent/Student Handbook**

## ***SAT, ACT, AND OTHER STANDARDIZED TESTS***

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are required to take the SAT; these exams will be taken during their junior year.

## ***SCHOOL FACILITIES***

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- Secondary Commons

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on School premises and at school-sponsored events off School premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Discipline Code*** or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the ***Discipline Code***

### **Cafeteria Services**

The School participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Director or Assistant Administrator to apply. All lunches will be provided by purchased lunch services from Jeffco Public Schools.

The School follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

## **Meetings of Noncurriculum-Related Groups**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the Director before and after school.

## ***SEARCHES***

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, School officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### **Trained Dogs**

The School will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## ***SPECIAL PROGRAMS***

The School provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the School or by other organizations. A student or parent with questions about these programs should contact a school administrator.

## STUDENT SPEAKERS

A student who is eligible and wishes to introduce school events should submit his or her name to the Director during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction.

If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

## TARDINESS

A student who arrives to class after the tardy bell will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

Students are expected to be in class and in their seats when the tardy bell rings, the following tardy procedures will be followed:

**12:02TEACHER**

2<sup>nd</sup> Offense.....DETENTION ASSIGNED

\*\* Students begin each semester with a clean tardy record.\*\*

## Bell Schedule

**First Bell 7:55 -- Tardy Bell 8:00**

<b>1<sup>st</sup> Period</b>	<b>8:00 - 8:30</b>	<b>6<sup>th</sup> Period</b>	<b>Grades 9-12 12:07 – 12:55</b>
<b>2<sup>nd</sup> Period</b>	<b>8:35 – 9:23</b>	<b>6<sup>th</sup> Period</b>	<b>Grade 6-8 12:32 – 1:20</b>
<b>3<sup>rd</sup> Period</b>	<b>9:28 – 10:16</b>	<b>7<sup>th</sup> Period</b>	<b>1:25 – 2:13</b>
<b>4<sup>th</sup> Period</b>	<b>10:21 – 11:09</b>	<b>8<sup>th</sup> Period</b>	<b>2:18 – 3:06</b>
<b>5<sup>th</sup> Period</b>	<b>Grades 7-12 11:14 – 12:02</b>	<b>9<sup>th</sup> Period</b>	<b>3:11 – 3:30</b>
<b>5<sup>th</sup> Period</b>	<b>Grade 6 11:39 – 12:27</b>		

Parent/Student Handbook

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## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item or book in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## ***TRANSPORTATION***

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Director, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

## ***VANDALISM***

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Discipline Code*.

## ***VIDEO CAMERAS***

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The Executive Director will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Discipline Code*.

## ***VISITORS TO THE SCHOOL***

### **General Visitors**

Parents and others are welcome to visit our School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school's main office and must comply with all applicable School policies and procedures.

### **Parent/Student Handbook**

Visits to individual classrooms during instructional time are permitted only with approval of the Executive Director and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Visitors Participating in Special Programs for Students**

On High School Career Day, the School invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### ***WITHDRAWING FROM SCHOOL***

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the Director's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the Executive Director. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **ADDENBROOKE CLASSICAL ACADEMY**

### **POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

The Executive Director or designee will oversee the School's electronic communications system.

The School will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the School's system will emphasize the ethical use of this resource.

### **CONSENT REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to the school's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

No original work created by any school student or employee will be posted on a web page under the school's control unless the School has received written consent from the student (and the student's parent) or employee who created the work.

No personally identifiable information about a School student will be posted on a web page under the School's control unless the School has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and School policy.

### **SYSTEM ACCESS**

Access to the School's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, School employees will be granted access to the School's system.
2. Students in grades 7-12 may be assigned individual accounts.
3. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
4. The School will require that all passwords be changed every 45 days.

5. Any system user identified as a security risk or as having violated School and/or campus computer use guidelines may be restricted to the use of the School's system.

## **TECHNOLOGY COORDINATOR RESPONSIBILITIES**

The technology coordinator for the School's electronic communication system will:

1. Be responsible for disseminating and enforcing applicable School policies and acceptable use guidelines for the School's system.
2. Ensure that all users of the School's system complete and sign an agreement to abide by School policies and administrative regulations regarding such use. All such agreements will be maintained on file in the Executive Director or supervisor's office.
3. Ensure that employees supervising students who use the School's system provide training emphasizing the appropriate use of this resource and Internet safety.
4. Ensure that all software loaded on computers in the School is consistent with School standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
7. Set limits for data storage within the School's system, as needed.

## **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the Schools electronic information/communications systems:

### **ON-LINE CONDUCT**

1. The sole purpose of the Schools technology, Internet, and e-mail is for educational purposes only.



2. The system may not be used for illegal purposes, in support of illegal activities, for financial gain, any commercial or political activity or for any other activity prohibited by School policy or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or School coordinator, as appropriate.
4. Students may not distribute or disclose any personal information about themselves or others by means of the electronic communication system unless prior approval is granted by monitoring teacher.
5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, fair use guidelines, School policy, and administrative regulations.
7. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the School or school, whether or not that was the user's intention.
11. System users may not waste School resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

## **VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy School equipment or data or data of another user of the School's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of School policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequence as allowed by School policy and state & federal law.

## **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

## **INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the School's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or modification of privileges on the School's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with School policies.

## **PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS**

Participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees for educational purposes only.

## **NETWORK ETIQUETTE**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic, or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Student disclosure of personal data is prohibited unless permission is obtained from the teacher.

## **SUSPENSION OF SYSTEM USER ACCOUNT**

Suspension of an employee's or a student's access for violation of School policies or regulations will be effective on the date the Executive Director or School coordinator receives notice of student withdrawal or of suspension of system privileges, or on a future date if so specified.

## **DISCLAIMER**

The School's system is provided as an "as is, as available" basis. The School does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the

system are those of the providers and not the School. The School will cooperate fully with local, state, or federal officials in any investigation concerning or related to misuse of the School's electronic communications system.

**NOTE:** You have been given two copies of this form. Please sign and date the second copy that is in the group of papers to be returned to your Director.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or School-wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**LAT** stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the School as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects.

**Discipline Code** is developed with the advice of the School-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus.

**THE FOLLOWING DOCUMENTS ARE TO BE READ,  
SIGNED, AND RETURNED TO THE SCHOOL. THE  
SCHOOL RETAINS THEM AS RECORD OF YOUR  
CHILD/YOURSELF HAVING READ AND AGREED  
TO THE CONTENT OF THESE IMPORTANT  
DOCUMENTS.**

**THANK YOU.**

### **STUDENT/PARENT ACKNOWLEDGMENT FORM**

My child and I have received a copy of the Addenbrooke Classical Academy Student Handbook and the Student Code of Conduct for 2015–2016. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

-----

**Print name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **APPENDIX I**

## **NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION**

State law requires the School to give you the following information:

Certain information about School students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Addenbrooke Classical Academy to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing within ten school days of child's first day of instruction for this school year].

This means that the School must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the School in writing not to do so. In addition, you have the right to tell the School that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The School is providing you this form so you can communicate your wishes about these issues.

Addenbrooke Classical Academy has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **E-mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Degrees, honors, and awards received**
- **Dates of attendance**
- **Grade level**
- **Most recent school previously attended**
- **Participation in officially recognized activities and sports**
- **Weight and height, if a member of an athletic team**

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), (do give) (do not give) the School permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Student Handbook**

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## **APPENDIX II**

### **PARENT’S RESPONSE REGARDING RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION**

Federal law requires that the School release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the School, unless the parent or eligible student directs the School not to release information to these types of requestors without prior written consent.

**Parent: Please complete the following only if you do not want your child’s information released to a military recruiter or an institution of higher education without your prior consent.**

**I, parent of \_\_\_\_\_ (*student’s name*) requests that the School not release my child’s name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.**

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**

## **APPENDIX IV CONSENT/OPT-OUT FORM**

To the Parents of \_\_\_\_\_:

The School is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include any student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following are activities requiring parental notice and consent or opt-out for the 2016–2017 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

## Appendix V

Date: \_\_\_\_\_

### Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the Addenbrooke emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older
- He/she is usually home during the day
- He/she could walk to school, if necessary
- He/she is known to your child
- He/she is both aware and able to assume this responsibility

3. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the School Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the Addenbrooke Classical Academy Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campus. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, list cell phone numbers on the emergency card.

**Addenbrooke Classical Academy**  
**POLICY FOR ACCEPTABLE USE**  
**OF COMPUTERS AND NETWORKS**

The Executive Director or designee will oversee the School's electronic communications system.

The School will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the School's system will emphasize the ethical use of this resource.

**CONSENT REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to the School's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

No original work created by any School student or employee will be posted on a web page under the School's control unless the School has received written consent from the student (and the student's parent) or employee who created the work.

No personally identifiable information about a School student will be posted on a web page under the School's control unless the School has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and School policy.

**SYSTEM ACCESS**

Access to the School's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, School employees will be granted access to the School's system.
2. Students in grades 7-12 may be assigned individual accounts.
3. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
4. The School will require that all passwords be changed every 45 days.

5. Any system user identified as a security risk or as having violated School and/or campus computer use guidelines may be restricted to the use of the School's system.

## **TECHNOLOGY COORDINATOR RESPONSIBILITIES**

The technology coordinator for the School's electronic communication system will:

1. Be responsible for disseminating and enforcing applicable School policies and acceptable use guidelines for the School's system.
2. Ensure that all users of the School's system complete and sign an agreement to abide by School policies and administrative regulations regarding such use. All such agreements will be maintained on file in the Executive Director or supervisor's office.
3. Ensure that employees supervising students who use the School's system provide training emphasizing the appropriate use of this resource and Internet safety.
4. Ensure that all software loaded on computers in the School is consistent with School standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
7. Set limits for data storage within the School's system, as needed.

## **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the Schools electronic information/communications systems:

### **ON-LINE CONDUCT**

1. The sole purpose of the Schools technology, Internet, and e-mail is for educational purposes only.
2. The system may not be used for illegal purposes, in support of illegal activities, for financial gain, any commercial or political activity or for any other activity prohibited by School policy or guidelines.

3. System users may not use another person's system account without written permission from the campus administrator or School coordinator, as appropriate.
4. Students may not distribute or disclose any personal information about themselves or others by means of the electronic communication system unless prior approval is granted by monitoring teacher.
5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, fair use guidelines, School policy, and administrative regulations.
7. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the School or school, whether or not that was the user's intention.
11. System users may not waste School resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

## **VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy School equipment or data or data of another user of the School's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of School policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequence as allowed by School policy and state & federal law.

## **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

## **INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the School's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or modification of privileges on the School's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with School policies.

## **PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS**

Participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees for educational purposes only.

## **NETWORK ETIQUETTE**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic, or racial slurs, and any other inflammatory language are prohibited.

3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Student disclosure of personal data is prohibited unless permission is obtained from the teacher.

#### **SUSPENSION OF SYSTEM USER ACCOUNT**

Suspension of an employee's or a student's access for violation of School policies or regulations will be effective on the date the Executive Director or School coordinator receives notice of student withdrawal or of suspension of system privileges, or on a future date if so specified.

#### **DISCLAIMER**

The School's system is provided as an "as is, as available" basis. The School does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the School.

The School will cooperate fully with local, state, or federal officials in any investigation concerning or related to misuse of the School's electronic communications system.

Student's Signature \_\_\_\_\_

Parent's or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** You have been given two copies of this form. Please sign and date **this copy** that makes up this group of papers that are returned to your Director. Keep the first copy for personal reference.