

Addenbrooke Classical Academy



K-8 Campus Parent/Student Handbook

**Addenbrooke Classical Academy
Charter School**

Charles Wright, Executive Director

Julie Spencer, K-8 Principal

Rose Auferio, Assistant Principal

Cherie Mazurek, Assistant Principal

INTRODUCTION

WELCOME FROM THE PRINCIPAL

Dear Addenbrooke Classical Academy Parents and Students,

It is my pleasure to welcome you to Addenbrooke Classical Academy, a public school chartered by the Jefferson County R-1 School District. I am so excited about this school year and I know that the staff joins me in that excitement!

Choosing a school is one of the most important and potentially life-changing decisions a family can make and we are honored that you have chosen Addenbrooke Classical Academy. I take my responsibilities as Principal very seriously and I am committed to providing the best education possible for our students. Our entire staff is dedicated to the education of our students.

I sincerely hope this will be a satisfying and successful year for you. I look forward to working with you and invite your comments, suggestions, and participation. I am asking that you carefully review this handbook at the beginning of the year. We have made a number of additions and clarifications to the handbook and it is important that you be familiar with them. Please feel free to call me if you have any questions.

Regards,
Julie Spencer, Principal

BACKGROUND

Addenbrooke Classical Academy is authorized under the Charter Schools Act (C.R.S. 22-30.5 et seq.), a law passed in 1993 by the State Legislature. A public charter school operates via a contract, or charter, with the local Board of Education. The charter stipulates authority and responsibilities given to the charter school's governing board. Charter schools operate with autonomy while being held accountable for results. Periodically, typically during a renewal period, charter schools undergo an external evaluation. Additionally, charter schools are ultimately responsible to their consumers—the parents and students who choose to attend.

Addenbrooke Classical Academy was developed on the foundational idea that children can master a rigorous curriculum and become increasingly self-directed learners when mentored in an environment that delivers instruction in a variety of modalities. The Charlotte Mason Philosophies which value each child, provide for free time and training of a child's will, focusing on living books (primary resources), hands-on learning, speaking and writing skills are essential for our program. Our classical approach to teaching is evident by the "Trivium" which has become our foundational documents. Consequently, we are a community of learners where integrity of character, value for education and respect for self and others is paramount.

MISSION STATEMENT

ACA utilizes an integrated model of tradition and innovation to develop free and independent thinkers through classical instructional strategies.

VALUES OF ADDENBROOKE CLASSICAL ACADEMY

Addenbrooke Classical Academy educates students in the preschool through twelfth grades. From the seminar to the science lab, from the music room to the playing field, we begin with the conviction that all human beings can know truth, create beauty, and practice goodness. To that end, we expect students to

develop basic tools of learning, ordered basic knowledge, moral seriousness, breadth and depth of imagination, artistic ability, and a sense of wonder.

We believe all students should be immersed in the best our tradition has to offer. We believe all students can be active and useful participants in the ongoing and enduring conversation that is a vibrant civilization. We believe all students can be formed in a habitual vision of greatness that makes lifelong learners of the doctor and the mechanic, the housewife and the professor. Jacques Maritain, the French philosopher, described education as a human awakening. The goal of classical education is to produce the free or liberated person. A classical education represents a return to a time-tested educational philosophy that was standard in the United States and the western world until the early 20th century. It is the process of training the mind of the student to better confront the problems common to modern man.

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 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.
- Discussing with the teacher or administration any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending school conferences and requesting additional conferences as needed.
- Becoming a school volunteer.
- Participating in campus parent organizations: PACS.
- 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: Board of Directors or School Accountability Committee.
- Attending board meetings to learn more about school operations.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student at Addenbrooke Classical Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In doing so, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities. Of equal importance is the right of school authorities to prescribe and control student conduct consistent with the fundamental safeguards and the mission of the school. Students have the right to: Students have a responsibility to:

- A rich and appropriate education.
- Contribute to a positive environment for all students.
- Be treated with respect and care. Students will not be treated differently because of their race, ethnicity, religion, body, gender, sexual orientation, or where they live.
- Treat others with care and respect. Students will not treat others differently because of their race, ethnicity, religion, body, gender, sexual orientation, or where they live.
- Be talked to with courtesy and appropriate language.
- Talk to each other with courtesy and appropriate language.
- Learn from their own mistakes. No one will silently stand by while the rights of others are being abused.

- Be heard. Students’ feelings and opinions will be respected by others.
- Listen to others, respecting expressions, feelings, and opinions of others.
- Participate in decisions about their own education. Help others to participate in decisions about their own education, as well as work to become self-directed learners.
- Expect that they will be in a safe and clean school environment and that personal and community property will be safe.
- Help to create a safe and clean environment for everyone, including safety for personal and community property.

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: Rose Auferio, Assistant Principal.
- All other concerns regarding discriminations: Charles Wright, Executive Director

ACADEMIC PROGRAM

GRADING SCALE

The grading scale for Kindergarten through 2nd Grade:

4 (Advanced)	Student is able to accomplish the task autonomously. Student has “mastered” the content.
3 (Proficient)	Student is able to accomplish the task with support. The student is working toward mastery, but needs some support.
2 (Partially Proficient)	Student needs individualized support and guidance. The concept is relatively new and/or difficult for the student. More practice and skill development are needed to move toward mastery.
1 (Unsatisfactory)	Student has just been introduced to the concept. The concept is brand new and/or very difficult for the student. Much more practice is needed in order to move toward mastery.
NA (No Attempt)	Student did not attempt to complete the task.

Kindergarten through 2nd students will receive a report card sent home once per semester.

The grading scale for 3rd through 8th Grade:

Teachers assign letter grades according to the following scale:

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

Parents will be able to access their student’s grade via the Infinite Campus portal and final semester grades will be posted there at the end of semester.

Teachers are required to update and post grades, at the least, every two weeks. Grades are based on three weighted areas:

- Assignments - 40%
- Tests, Quizzes and Projects - 50%
- Participation - 10%

INTERVENTION SERVICES/EXCEPTIONAL STUDENT

Addenbrooke Classical Academy shall identify at-risk students and serve them as needed. At-risk students are those that need or may be in need of specialized services including but not limited to gifted and talented students, special education students, homeless students, and English language learners.

Academically challenged students and English Language Learners shall be provided opportunities to succeed at Addenbrooke Classical Academy. Learning experiences shall include identification in a timely manner, instruction commensurate with learning, and formal assessment when appropriate.

Academically advanced students will receive every opportunity to achieve the highest levels possible. The instructional program shall ensure commensurate opportunities for growth in all academic areas.

Addenbrooke Classical Academy shall follow all state and federal guidelines relating to Exceptional Students unless granted appropriate waivers.

KINDERGARTEN ENTRANCE REQUIREMENTS

Any child who is five years of age on or before October 1, and is a resident of Jefferson County, is eligible to enter Kindergarten. It is necessary for the school to have a copy of each Kindergarten student's birth certificate, Certificate of Immunization, and proof of residency.

RETENTION AND PROMOTION

Addenbrooke Classical Academy Administration, in collaboration with appropriate staff members, will decide promotion and retention of students. Promotion or retention decisions are determined upon an examination of a body of evidence that includes assessment data, academic performance, emotional and social readiness, as well as parental input.

If the teacher is considering recommending retention as an option for a student, the parents or guardian will be informed as soon as possible. Recommendations or consideration should come no later than March 15th. The Light's Retention Scale is used to guide this decision. Notification must be made in writing, as well as verbally during conferences.

Addenbrooke Classical Academy may consider grade skipping for highly able students where the body of evidence is such that the student would benefit over the long term by such grade level acceleration. The IOWA Acceleration Survey will be used to guide this decision.

Addenbrooke Classical Academy's administration reserves the right to determine final placement of any student.

REPORT CARDS

The Addenbrooke Classical Academy Grammar school year is divided into two semesters. Therefore, there are two separate grading periods. At the conclusion of each semester report cards will be issued to kindergarten through 2nd grade students. These will be sent home in separate envelopes and the envelopes should be signed and returned after the first semester. 3rd through 8th grade students' grades will be posted on Infinite Campus. Parent/Teacher conferences are held in October and March. The spring conference is partially directed by the student, so they are asked to attend that conference along with their parents/guardians. All parents/guardians are expected to attend these conferences if at all possible. For kindergarten through 2nd grade students, report cards will not be mailed and if students are not present at the time of report cards being given out, the report card may be picked up in the front office.

SPECIALS (PE, Music, Art, Library and Instrumental Music)

Music, Physical Education, and Art will be offered to all K-8 students throughout the year. Half-day Kindergarten students will have music daily, art once per week and the classroom teacher will integrate physical education into their day. Full day Kindergarten will have music and PE every other day. First grade through eighth grade students will have both music and PE daily. Art will be part of the curriculum and integrated into all classroom studies and as a special on a rotated schedule with library and nature study/handwork for kindergarten through fourth grade. Fifth grade will have a rotation of art, library, nature study/handwork, and Latin. Sixth through eighth grade will have a rotation of Art and Latin. If a student is to be excused from the PE program for short periods of time due to illness or injury, a note of explanation should be sent to the PE teacher.

Instrumental (Strings) music will also be offered to students in grades 4-5. Students will have their instrumental block from 8:35-9:05 or 9:05-9:35 every day of the week. Instruments are not be provided by the school.

CLASSROOM INFORMATION AND POLICIES

CLASSROOM HOURS

The school day occurs from 8:00 am to 3:20 pm for kindergarten through fifth grade each school day unless it is a half-day schedule. There is a 25-minute lunch period and 30-minute recess period during each full day. When a half-day is scheduled, school will start at 8:00 am as usual, with dismissal at 11:30 am. The school day occurs from 8:00 am to 3:30 pm for sixth through eighth grade with a 25 minute lunch break. Half-day morning Kindergarten classes start at 8:00 am and conclude at 11:30 am. There is no lunch period provided for a half-day schedule.

Students may arrive and enter the building no earlier than 7:30 am. Kindergarten through fifth grade students should be picked up by 3:40 pm and will be sent to after-care at 3:45 pm if they have not been picked up. Parents will be assessed charges for late pick-up. If students are participating in an after-school program, they must be picked up within fifteen minutes of the conclusion of the program. Siblings are not permitted to stay and wait if they are not participating in the program.

FIELD TRIPS

During the course of the school year, the children will have an opportunity to go on field trips away from the school. We will be taking walking excursions as well as other trips involving transportation away from school. Field trips will be an important part of the students' education as an opportunity for reality linked learning. Teachers will send home individual permission slips for class field trips.

Addenbrooke's Field Trip policy is that the student's teacher, prior to a scheduled Field Trip, sends a permission slip home (at least ten days prior to the event) to be signed and returned to school. The notification will list the date, day, time, destination, incidental charges and other necessary information. Permission slips/money (if applicable) are due no later than the due date as specified on the slip. The student cannot accompany the class unless this slip is returned to his/her teacher by this due date. This is to ensure that the teacher has time to complete plans for the trip.

We realize that sometimes there are oversights, but please help your child be involved in this important activity. If the student doesn't return a permission slip for a scheduled Field Trip, he/she will remain at school in a supervised study period. Addenbrooke is responsible for obtaining written parental approval for field trips; verbal permission is not sufficient. Students who do not present signed permission forms will be excluded from the field trip.

HOLIDAY OBSERVANCES

Addenbrooke Classical Academy acknowledges the importance of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture, as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday.

Rooms, bulletin boards, or worksheets may be decorated with a specific holiday may be used at the discretion of the teacher.

If a parent has a concern, he or she should first discuss the situation privately with his/her student's teacher. If a concern still exists, he or she should contact the School Principal.

Parents are requested to notify their student's teacher at the beginning of the year if they do not wish their child to participate in parties or a particular holiday, seasonal, or cultural observance.

BIRTHDAYS

Addenbrooke Classical Academy acknowledges the importance of birthdays, however no birthday treats (food or nonfood items) may be given out at school. Each teacher has decided on their special way to provide for birthday celebrations in their classroom that will not include students bringing in treats. If

you would like to donate a book to the Addenbrooke Library in your child's name to honor their birthday please contact our librarian for information about how to do this.

Birthday party invitations may not be sent to school for delivery unless the entire class is invited to the party.

HOMEWORK

Homework is a fundamental part of the Addenbrooke Classical Academy program. Homework, as a vehicle for meaningful, extended learning, fosters good study habits and is vital for optimal development. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills.

Homework's immediate educational purpose is to:

- reinforce skills and concepts learned in class;
- develop study skills and habits;
- practice skills and knowledge in ways that are not readily accomplished in the classroom;
- inform parents of what is being taught in the classroom.

We also hope that each child reads, or is read to, on a consistent basis (preferably every day). As cited in *A Nation at Risk*, "the single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a goal for everyone, but becoming a life-long learner should be if one hopes to remain competitive throughout one's lifetime. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. By reading to your child, you encourage your child's growth and strengthen family ties. By making sure your child is reading at home you are directly contributing to his or her education. By reading in front of your children, you model good habits and reinforce your expectations.

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

Kindergarten	10 minutes plus reading time
Grade 1	10 minutes plus reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6-8	60-80 minutes plus reading time

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

FINALS EXEMPTION

Because we have transitioned to a K-8, school instead of a Grammar and Secondary School, there will no longer be exemptions for finals and this will be saved as a rite of passage for High School Students. Some teachers will choose to give finals while others may have projects or papers which would serve as a final, therefore we will not have exemptions for finals.

STANDARD HEADING OF ALL ASSIGNMENTS

All work to be turned in needs to be labeled in the following manner, on the left side of the page:

Name

Date

Teacher/Period

Assignment

MIDDLE SCHOOL HOMEWORK/SEATWORK

The student is responsible to know what homework/seatwork has been assigned, to complete the work, and to be prepared for class each day. Homework/seatwork assignments are posted inside each classroom and should be transferred to the planner each day.

Students who have short, planned absences need to make arrangements with the teacher prior to missing class. It is the student's responsibility to procure assignments from the teacher for days missed. Students who have extended planned absences need to complete a leave request form. The student will take the form to all teachers for sign-off and a list of work that will be missed. The student and each teacher will work out a plan for turning in the work that will be missed. This should be returned to the office when completed.

ACADEMIC HONOR ROLL

For sixth through eighth grade students, honor roll is awarded at the end of each semester. Bronze Honor is awarded to students with a 3.74-3.5 are recognized. Silver Honor is awarded to students earning a 3.75-3.99 GPA. Gold Honor is awarded to students earning a 4.0 GPA. Highest Honor Roll students are recognized by having their names included on a plaque on the Hall of Honor. All three levels of honor will receive a pin for their accomplishments.

LATE/MISSING WORK

Work not turned in by the due date is subject to the following policy:

The day after the due date, the grade drops to a maximum of 50%. Certain assignments may be marked 0% immediately for students, e.g. work done and turned in during the class period. A student who is absent during that work will receive an exemption. Absent students have two calendar days per day absent to turn in missing work upon their return. **Students will be responsible for obtaining, completing, and turning in makeup work.** Middle school students with missing assignments will stay on record for seven calendar days. After seven days, they will be marked as 0% late and may no longer be turned in.

Students who have been absent prior to/on the due date for a test or long term paper/project - must immediately, upon return, arrange with the teacher a makeup date which falls within five school days of their return to receive full credit. Tests and long-term projects are not subject to the “two days for every day absent” policy. In the case of extended absence due to serious illness, the policy may be modified with the approval of the principal.

PLAGIARISM /CHEATING

In order to foster a culture of free and independent thinkers, ACA places an emphasis on original work. Any activities which are characterized by the deliberate copying of another person’s work, allowing another to copy one’s work, to steal and pass off the words of another as one’s own, or not attributing the work of another when used, will all be categorized as plagiarism or cheating. Once a teacher has determined that willful plagiarism or cheating has occurred, the following consequences will be in place: a referral form will be submitted to the administration, with a copy given to the student, parents will be contacted, a permanent 0% will be given for the assignment, the student becomes ineligible to play a sport or participate in clubs for two weeks. If there is a second offense in any class, in addition to the consequences above, eligibility may be lost for up to a season and an in-school suspension may be given.

MAKE-UP WORK

It is the family’s responsibility to contact the teacher to request make-up work for schoolwork missed due to an absence. Please call no later than 10:00 am to request make-up work to be sent home at the end of the day. Additional time is needed if more than the current day’s work is requested. For an absence, a student is allowed two days to make up the work missed for every day missed.

“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.

STUDENT TELEPHONE USE

Students who bring their own telephones to school must keep them safely and securely stored in their backpacks or lockers if they are in middle school. They may not be utilized during school hours and the school takes no responsibility for their use or loss. If a student needs to make a phone call the classroom teacher can allow them to use the phone in their classroom. This is up to the discretion of the teacher.

TRANSFERS AND WITHDRAWALS

Students transferring from the school or withdrawing from the school must be cleared through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals. If the student leaves the school permanently for any reason, the following procedure must be followed:

1. Parents should make their intention of withdrawing known to the office.
2. The office will issue a withdrawal form.
3. The office will check with the staff to see that all books and materials have been returned.
4. Student fees will not be refunded. Fundraising or student field experiences will not be refunded.
5. The office will prepare an attendance sheet that indicates the days present and absent.
6. The office will make a copy of the student's immunization record and attach it to the withdrawal sheet.

VISITORS AND VOLUNTEERS

Addenbrooke Classical Academy is a closed campus. All visitors and volunteers must check in at the school office and check out as they leave. Visitors and volunteers are welcome in the classroom as long as they do not cause any disruption. During the time visitors or volunteers are in the building, a nametag, which is available at the office, must be worn.

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

STANDARDS AND DISCIPLINE PROCEDURES

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

- Keep all communications honoring to one another and oneself.
- Keep your hands and feet to yourselves.
- Respect and obey all supervising adults.
- Be a good caretaker of all things.

Discipline Philosophy and Procedure

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), and 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 can be accessed through our website. 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 communications are open and honest. It is of utmost importance that the teacher and parents work together as a team in discipline matters.

K-8 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 Principal 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 that 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.

Communication Devices

Communication devices including cell phones, headphones, Ipads, Kindles, and Smart Watches may only be used before and after school. These devices will no longer be allowed out during the school day, there will be no exceptions to this rule and warnings will not be given. Such personal communication equipment must remain locked, either in a locker or checked in with the receptionists at either entrance during class hours. Violations of this policy will result in the confiscation of the item(s) or more severe penalties for repeated violations. Students may retrieve confiscated equipment at the end of the school day for the first offence and after that a parent must retrieve the devices. Addenbrooke Classical Academy is not responsible for any property lost while at school. Students needing to use a phone during class hours may ask to use the classroom phone but this is at the discretion of the teacher.

Concert Etiquette

For all concerts and assemblies, we expect our students to be a good audience. Clapping is the appropriate way to show appreciation for the performance. Whistling, yelling, or screaming is not appropriate at any time before, during, or after a concert.

Enter the gym quietly and sit with your assigned class and teacher. Once you have been seated, be alert to activity on the stage. Never stand or move around while music is being performed. If you must leave for an emergency, wait until a piece is finished and the audience is applauding. Also, return to your seat only between numbers. It is impolite to talk, or even whisper, while the performers are actively playing their craft. Listeners and performers are also distracted by sounds from programs and other paper, jewelry and other objects. When the concert is over, wait until your bleacher section is dismissed.

Internet

Addenbrooke Classical Academy may provide access to the internet as a learning resource to educate and inform students. There are many exciting and appropriate opportunities on the internet for students; others are unsuitable for school use. Therefore, use of the computers and internet is for educational purposes only. Misuse of the computers and internet, including but not limited to, visiting inappropriate sites, the unauthorized reproduction of school or legal documents, copyright violations, attempts to harm or destroy data of another user, improper use of the internet or electronic mail, cyber-bullying, vandalism, solicitation, uploading, downloading, or creation of computer viruses, and tampering with the operating system or data will result in disciplinary action.

Language

Students shall refrain from using profane, harassing, or abusive language or gestures at school. All consequences will fall to the discretion of the administration.

Personal Computers

Students may not use personal laptop computers or tablets without prior written permission of the principal.

Public Displays of Affection

Addenbrooke Classical Academy does not allow any public display of affection. This includes hand holding, hugging, and kissing. This does not include high-fiving or other spur-of-the-moment celebrations between friends.

STUDENT DRESS CODE

As we build the culture of our school we have developed a dress code that has a gradual release or has varied “Rites of Passage” for students; therefore there are different policies for Grammar, Middle School, and High School.

Grammar School DRESS CODE

The following clothing styles and colors will be considered appropriate:

- **Solid khaki pants, black pants, or blue denim jeans are approved. Skirts, jumpers, and capris with approved tops are also allowed. All pants must have a button or zipper and not be made of stretchy material. No sweatpants, jeggings, or leggings (without a skirt over it) are allowed. All jeans or pants should be free of holes or tears.**
- **Only solid red, gray, and black polo shirts (no ruffles, lace, elastic, or smocking) will be allowed.**
- **Addenbrooke logoed T-Shirts may only be worn on Fridays in the Grammar School.**
- **Skirts and jumpers must not be more than two inches above the top of the kneecap (credit card length).**
- **Walking shorts are allowed to be worn until October 15th and after April 1st unless specified by administration in advance. Shorts need to be solid khaki, or black and must be knee-length.**
- **Blouses and button down shirts are not allowed.**

Uniforms must also abide by the following guidelines:

1. Shirts may have a school insignia, but no other ornamentation, including labels, are allowed on any clothing; (Buttons and tabs that are part of the garment when purchased are not considered ornamentation);
2. No knit pants, sweatpants, jogging, or leggings (without a skirt or jumper over it);
3. Uniforms must be made of a standard uniform material such as cotton or twill;
4. Uniforms must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy, so as to allow sagging of the pants, or be too tight fitting. If belts have buckles, they must not be oversized nor have any writing that is considered offensive.

Accessories

1. Solid color sweaters or **sweatshirts without hoods** and without any design or insignia (color appropriate to the school) may be worn over uniform shirts;
2. The **Addenbrooke Classical hoodies may be worn at school;**
3. **Coats and jackets may not be worn in the building**, although the Addenbrooke zipped jacket and button down sweaters may be worn.
4. White T-shirts may be worn under uniform shirts. Solid colored turtlenecks (white or a color appropriate to the school) may be worn under uniform shirts;
5. 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;
6. Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings inside the building are not permitted;
7. Chains, wallet chains, and spiked jewelry are not allowed on campus or school related activities;
8. Tights, hose, or socks may be worn.
9. All students will participate in physical education (PE) classes. During PE, appropriate athletic or tennis-type shoes should be worn.

School Out of Uniform Days (First Friday of each month):

- Students may pay a dollar to dress out of uniform for the day. These days are the first Friday of each month.

Middle School DRESS CODE

Shirts: Polo shirts must be solid red, gray, and black (no ruffles, lace, elastic, logos, designs.) Polos may have the school insignia but no other ornamentation. Only Addenbrooke T-shirts may be worn instead of polos. 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, 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 length). Pants may not “sag” or “bag” or be overly tight fitting. Walking shorts are allowed until October 15th and after April 1st. 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 and in most cases the pants should have a zipper and/or a button to be dress code appropriate. Specific garments that are banned include any “workout” or yoga pants, leggings, joggers or sweatpants of any kind. Leggings may be worn only when under a dress or skirt.

Sweatshirts and jackets: Solid color sweaters or sweatshirts without hoods, designs or logos may be worn over uniform shirts. Jackets may not be worn in the building. An Addenbrooke hoodie is the only hoodie that may be worn.

Accessories: 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. Students may not wear chains, wallet chains, or spiked jewelry on campus or at school related activities

Physical Education Attire: All MS students will have PE daily and are expected to dress out daily. Tennis shoes and fitness attire are required. These items are best carried to the gym in a string bag or grocery bag as backpacks will not be allowed to leave the main building. Water bottles are also essential for this period.

Dress out of Uniform Days: The first Friday of every month is reserved for Dress-out-of-Uniform day. Students may pay a dollar to dress out of uniform on that day. If they choose not to participate they must come in dress-code. Students are allowed to wear non-uniform items, as long as they are school appropriate. NO clothing with drug, tobacco, alcohol or inappropriate images or language can be worn. NO pajamas or leggings may be worn on these days.



Shorts through Oct. 15
and after April 1



No stretchy pants!!



No distressed jeans!!

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL K-5 STUDENTS

Students in grades kindergarten through fifth should be picked up no later than 3:40 pm, unless they have a school activity after school. Children remaining after 3:45 pm will be supervised in After-Care, our after school daycare, and will be charged accordingly. The office will contact the parents requesting that they pick up their child.

Children participating in after school activities should be picked up promptly after the activity ends. The school cannot be responsible for students not picked up on time. Siblings should not be left at school unless they are also enrolled in the after-school activity. If your child is not well enough to attend school, they are not to come to school for an after-school activity.

BEFORE AND AFTER SCHOOL 6-8 STUDENTS

Students should not be dropped off before 7:30 a.m. All students are expected to leave campus directly after school is dismissed at 3:30 p.m. Exceptions will be made for students who are participating in ASH (After-school Help) Session that will conclude at 4:00 on Monday, Wednesday, and Thursday. If a student is given an after-school detention that concludes at 4:30.

CARPOOLS AND STUDENT TRANSPORTATION

Addenbrooke Classical Academy has no official responsibility for transporting students to and from school. Addenbrooke Classical Academy is not liable for any accidents during the transportation of students to and from the school. We encourage the use of carpools and information regarding carpools is available upon request. The school does not arrange carpools. The following suggestions are offered to make carpooling function more smoothly:

1. You are responsible for the children in your car. All children must wear seatbelts.
2. Carry adequate insurance.
3. Be on time.
4. Be extremely careful and alert in the school parking lot. Be courteous and follow the directions of the staff as they direct you through the traffic pattern. **DRIVE SLOWLY.**
5. There is no short-term parking in the drop-off areas.
6. Report to parents any continuous misbehavior from a student. You have the right to refuse to carpool with a student who causes problems.
7. Do your best to provide a cheerful atmosphere for your passengers.

Guidelines for students that are passengers:

1. Always wear your seatbelt.
2. Be courteous and well behaved in the car. Loud talking or poor behavior can distract the driver and cause an accident.
3. Be ready when your ride arrives, either at home or school.
4. Be standing in the waiting area for your ride. When your ride comes to a complete stop, then you may approach the car. Walk; don't run, to your ride.
5. Remember to thank your driver for transporting you.

RULES FOR DROP OFF/PICK UP LINE

PLEASE DO:

1. Please keep a positive tone and kind words for all of the parents/staff directing traffic.
2. Please be patient.
3. Please stay in your vehicle! Unattended vehicles hold up the flow of the drive through area. If you need to leave your vehicle, please park in the designated parking area.
4. When waiting for students, if the cars in front of you move, please pull as far forward as possible.
5. Once the line of cars stop, students may exit or enter cars onto the sidewalk.
6. Once students have entered or exited your car, move to the left lane and exit the drive.
7. If the car in front of you moves up or exits, please move up also.
8. The line must be kept moving until all children are dropped off or the car line has moved up.
9. Students must exit or enter cars on to the sidewalk.
10. Always have your students exit or enter your car on the passenger side of your car closest to the sidewalk.
11. Be sure students are picked up no later than 3:40 pm.
12. Be respectful of the handicapped parking areas. We have parents, students and staff members that utilize these spaces. If your car is not plated for handicapped parking, you are not invited to use these spaces (even if you are in the car).

PLEASE DO NOT:

1. Get out of your car in the line or park in the drive. If your student cannot open your car door, a parent helper or teacher will assist your child.
2. Please do not allow your children to store items in the trunk of the car. This is dangerous in our driveway. Students must stay on the sidewalk until they enter your car.
3. Please do not stop your car where your child is standing. Please stay in the line and move your car up. Your student can walk up the sidewalk to where your car has stopped.
4. Do not use your cell phone in the carpool line.

MIDDLE SCHOOL LOCKERS

All students will be assigned a locker and a lock to store their books and other personal items. The locker and locks are school property and may be inspected as needed for safety, health, and maintenance purposes. Locks that are lost or not turned in at the end of the year will be subject to a \$6 fine. If a student's locker becomes inoperable, he or she should inform the front office of the locker number for maintenance. The school assumes no responsibility for students' property.

During the course of the year there will be periodic locker clean outs. All stickers, tape, tape residue, and materials placed on the locker will be the student's responsibility to fully clean off by the end of the year.

Gym lockers: It is advisable for students to have a separate gym bag to use for P.E. lockers. Backpacks should stay in the student's assigned hallway locker and not brought into the P.E. locker room.

CONCERNS AND GRIEVANCES

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 on the Addenbrooke website under pathways of communication.

In general, the student or parent should first attempt to solve a concern or issue with the teacher or staff member. If unresolved then the student or parent should submit a written complaint and request a conference with the Principal. If the concern is still unresolved, 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. Please follow the Communication Pathways that is provided on our website.

INTERNET ACCEPTABLE USE

Students are prohibited from accessing the Internet without a signed permission form; both parents and students are required to sign the form. Addenbrooke Classical Academy intends that students will use the Internet only for appropriate, school-related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

LOST AND FOUND

Clothing, books and other items that are unclaimed at the school will be placed in the Lost and Found. This material will remain there for claiming through the end of each month. At those times, all items that are not claimed will be donated to charity. Donations typically happen the last Friday of every month and when Winter Break and Spring Break start.

PARENTS WEEKLY

The communication of school announcements and events happens via a weekly Thursday email. Teachers will also be expected to keep parents apprised of happenings or changes in their classrooms. If parents are not receiving this communication, they should contact the office.

TEXTBOOKS

Textbooks are furnished by Addenbrooke Classical Academy. Textbooks are extremely expensive and must be properly cared for by the student. Once a textbook has been checked out to the student through the library, it becomes his or her responsibility. Fines will be assessed for damaged/lost books. Students will be assessed the replacement fee for a lost or destroyed book. Book covers are required within the first two weeks of school. Please alert the librarian of existing textbook damage within the first two weeks of school.

PERSONAL POSSESSIONS OF STUDENTS

Personal possessions are not allowed in school. Please do not bring earbuds or headphones, personal electronics, games, cell phones, I-pods, Kindles or other personal readers, or other equipment to school unless requested by the teacher to do so. Safekeeping, damage, or theft of personal items is the sole responsibility of the owner.

Other items may be added to the prohibited items list upon discretion of the Principal. If students are found with any items on the prohibited list, the teacher or staff member who finds the item will keep it

until the end of the day to prevent it from distracting other students from the learning environment. In some instances it may be required that the parent claim the item.

PLAYGROUND RULES

The following rules will be enforced on the playground:

1. All games should be played with a concern for others using the playground.
2. The playground equipment is to be used properly. If there are questions about use, consult with a teacher or the front office.
3. **No aggressive fighting or pretending to fight.**
4. Toy weapons of any kind are not allowed on the school grounds. **NO PRETEND GUNS!!!**
5. No throwing objects (rocks, snow, or sand).
6. Jump ropes are only to be used for jumping rope.
7. All children need to help pick up playground equipment and balls after the playground time is completed.
8. Shoes must be worn at all times.
9. **Toys should be left at home and not brought out to recess.**

STUDENT FEES

Fees for consumable materials and technology are due at Registration. All fees are voluntary and provide students with services or materials that become their property. Separate checks (from lunch money, fines, etc.) are required for fees.

Full replacement cost will be assessed during the school year for damaged or lost books. All school equipment, such as science laboratory equipment or desks, which is damaged by a student must be paid for by the student. Transcripts may be withheld until fees or fines are paid. A fee sheet shall be distributed at Registration.

TWO-WAY COMMUNICATION

Two-way communication during your child's years at Addenbrooke Classical Academy is vital for your child's well being, for rigorous academics, partnerships, and for continued success of our school. Please keep the communication lines open! Our staff appreciates your insights, suggestions, and support to help us provide the best education for your child.

Please feel free to contact any of our staff members whenever you need to. The best time to call is during normal business hours, 7:45 am until 3:45 pm. You can also leave a voice message for any teacher. All staff have e-mail addresses so you can email if that is more convenient for you.

Addenbrooke Classical Academy seeks to provide updated and accurate information on all aspects of the school to both students and parents. You can also check our website regularly for updates at www.addenbrooke.org

Communication for kindergarten through fifth grade will come home in **Thursday folders**; this may include, but not be limited to, class newsletters, permission slips, conference information, special event fliers, homework, and teacher requests. Parents should look for the envelope each week, read the contents, sign any documents needing to

be returned, and return the folder to school with their student on Friday. Principal's Updates will also be sent on Thursday via email. We will continue to strive to make our communication as paperless as possible

Whether communication occurs through papers sent home or notes in the student's agenda, parents are expected to read them carefully.

WEATHER RELATED DISMISSALS

Closure due to snow will **NOT** always be the same as the Jefferson County School District. Addenbrooke Classical Academy reserves the right to close, or delay a start time, even when the District chooses to stay open. Listen to the major radio or television stations for snow closure announcements. If the Jefferson County School District determines that the weather has deteriorated to the point where they will be closing school during the day, we will do the same. For District-wide closure information, you can call (303) 982-6600 or go to <http://jeffcoweb.jeffco.k12.co.us/communications/closures.html>. If the other District schools are closed and there is no message concerning Addenbrooke Classical Academy, you may assume Addenbrooke is closed as well. Please do not call the school office, but listen to a radio or TV station for closure details.

Parents are asked to stay in the foyer, unless otherwise directed, during emergency dismissals for tornadoes, snowstorms or other weather-related dismissals. Parents will not be allowed to pick up children other than their own without written permission. The children involved will then be called to the office area.

SCHOOL OFFICE PROCEDURES

ATTENDANCE POLICY

The state of Colorado provides by law compulsory school attendance of all children between the ages of six on or before August 1st and under the age of seventeen. The responsibility for compliance with the law belongs to the parents. The school must notify parents if there are problems 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.

ATTENDANCE

Attendance

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. Duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

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 the work for credit.

Student Absence Procedures

For absences, parents are to call the attendance telephone line to report absences by 9:00 am. If the child is going to be absent more than one day, they may make note of that on the first day's call. If they anticipated only one day's absence and it turns out to be longer, they should call the school office each successive day. When an absence has been called in, it is not necessary to send a note upon the student's return to school. A child or a sibling cannot call to report the absence. The parent or guardian must make the absence call. An absence is unexcused until a parent or guardian calls.

Parents are asked to give the following information when they call:

Month and day of absence being reported.

Student's full name.

Name of student's teacher.

Reason for absence.

Person reporting the absence.

The following is a comprehensive list of excused absences. Such excuses will be accepted when a student is:

- Temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- Absent for an extended period due to physical, mental or emotional disability.
- Pursuing a work-study program under the supervision of the school.
- Attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
- Excused by a parent or guardian for observance of religious holidays.
- Participating in district-approved activities.

Addenbrooke Classical Academy may require suitable proof regarding the above exceptions, including written statements from medical sources.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 days in one month or 10 days in one year. A parent or guardian of the student receiving an unexcused absence will be notified by the school of unexcused absences.

Tardies

Student attendance is critical to the educational process. Tardiness is a form of absence and interferes with student learning. Disruption and loss of instruction time result when students are not in their classrooms ready to begin learning on time. A student who is only 5 minutes late every day loses 15 hours of instruction in a school year. The following are guidelines for dealing with tardies:

- **Tardy students must be checked in at the office by their parent or guardian before going to class.**

- Tardies that are “excused” due to, e.g., justifiable—and documented—medical or family issues will be noted by the teacher and the student will be able to make up work. This procedure will align with Jefferson County School District absence policies: a student must request the work missed within 24 hours of the day they have an excused tardy and submit the completed assignment within two days.
- Tardies must be “excused” by written notification from the parent or guardian within 24 hours of the tardy; otherwise, the “unexcused” classification will apply.
- Habitual tardiness will result in further disciplinary action.

CHANGE OF ADDRESS AND PHONE NUMBERS

Parents are asked to notify the school immediately if they change their address, telephone, or place of employment. This information is critical in the case of an emergency. It is the parent’s responsibility to make sure the school office has the current information.

CLASS PLACEMENT

Class placement is at the sole discretion of the Principal.

HOW TO CONTACT ADDENBROOKE CLASSICAL ACADEMY

School Phone Number303-989-1336
 School Address.....3940 S Teller St., Lakewood, CO
 School Web Page.....www.addenbrooke.org

LEAVING SCHOOL EARLY

Students will not be called out of class until the adult arrives to pick them up and comes into school to sign out the student(s). Additionally, **we like to discourage pick-up between 3:00 pm and 3:30 pm**, as we are working on getting organized for the conclusion of the day. If possible please schedule appointments prior to these times or after-school.

For early departure, a parent or guardian **MUST** check the student out through the office by signing the Check In/Out Sheet before students leave the school campus. If someone other than the parent will pick up the child from school during school hours, the office must be notified in writing or via a phone call. No exceptions. We will need the following information:

1. Name and relationship to student of person authorized to pick up the student.
2. Reason.
3. Time of pick up and whether student will return to school that day.

The School District requires that someone other than a parent present an ID to the staff before pick up. This person must also be on file in the office as an authorized person for pick-up. Office personnel will request that the student report to the office once the parent has signed the student out for the day.

DROPPED OFF ITEMS AND MESSAGES FOR STUDENTS

The school will be happy to get a message to a student as long as it is received no later than 3:00 p.m. Lunches and other items that are dropped off for students should be left on the front table for students to pick up when they have a break in the day. This will prevent class disruptions. The front office will send an email to the teacher that items for the student have arrived and are located at the front desk.

OFFICE HOURS

The school office will be open from 7:30 am to 4:00 pm Monday through Friday unless it is a school holiday, in-service day, or half day. Summer hours will be posted in the spring.

PARENTS OUT OF TOWN

When you leave your child with another person and are out of the area, please send a note to the school office giving the name, address, and phone number for the temporary guardian. Also, include the permission for this person to check your student out of school. Please note the length of time you will be out of town. The school office will hold all information in confidence.

PERMANENT RECORDS/STUDENT FILES

Parents may view a child's permanent record at any time. Please give the school one day's notice so that the record may be retrieved from the file. The record must be reviewed in the presence of an administrator.

Confidentiality Safeguards:

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students themselves, if they are eighteen years of age or older, that they may have access to their education records; to provide for the permissible sharing of information with law enforcement agencies as provided by law; and to ensure that each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.

All permanent records of students enrolled at Addenbrooke Classical Academy are maintained at Addenbrooke Classical Academy. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request to the Jefferson County School District the records be amended.

Each student's permanent record may be viewed within one day by the parent or legal guardian in the presence of the administration.

REGISTRATION

The registration form should be completely filled out. In particular, it is important to provide telephone numbers of places of employment for both parents, and two emergency contact persons other than the

parents. The school will use these contacts in the event the parents cannot be reached by telephone. Any disability or allergies of a student should be noted on the registration form and the medical forms contained in the enrollment package. Current IEP's (Individual Education Plan) must be indicated.

STUDENT HEALTH

Accidents

All accidents that occur on the school grounds must be reported to the school office. Students will receive care consistent with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. Parents will be notified immediately when major accidents occur. Emergency personnel will be summoned in serious situations.

Clinic

The school 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.

Emergency Cards

The school office maintains an emergency card for each student. A new card must be completed each year. Please keep the information up-to-date. We will use these cards to contact you in the case of an emergency. Your signature on the card is critical as it allows the school authorization to secure medical attention/aid for your child in event of an emergency. All information on the card will be held in confidence.

Immunization (and exemption) Requirements

Immunization requirement law will be strictly enforced for all students. Students who do not meet the immunization requirements listed below will be denied attendance pursuant to Colorado Revised Statutes 25-4-902. Transfer students will be expected to submit a complete Certificate of Immunization or Exemption.

Pursuant to C.R.S. 25-4-903, parents may exempt their children from receiving immunizations for personal, religious, or medical reasons. Parents choosing to exempt must contact the school clinic to sign the back of their child's immunization card.

The following immunization requirements are effective July 1, 2002. In addition to the guidelines below, any student entering a Colorado School for the first time will need: 5 – DTP and 4 – OPV.

Kindergarten	1 Varicella (History of Chicken Pox disease by parent or health care provider is acceptable)
5 DTP	
4 OPV	
2 MMR	
3 Hepatitis B	1 st – 4 th Grade 4 DTP

3 OPV	4 DTP
2 MMR	3 OPV
3 Hepatitis B	2 MMR
1 Varicella	3 Hepatitis B
5 th Grade	1 Varicella

*If the child began immunizations when they were older, they may be certified with three doses. Check with your school nurse or physician regarding exceptions.

Medications

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 medication 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 without prior approval by the clinic aide, District Nurse and Principal. **The school will no longer provide any over the counter drugs including Tylenol of any type in the clinic.**

Vision & Hearing Screening

Students in grades K-3 and 5 will be screened for vision and hearing problems. If there are suspected problems, you will be notified of the results of the screening. It is recommended that you seek professional advice, an ophthalmologist and/or audiologist, if your child has failed a vision and/or hearing screening.

When Children are Sick

Parents are advised to keep their child home if she/he shows signs of a cough, sore throat, rash or generally feels ill. Here are some guidelines we give parents to help them determine how sick is too sick to send to school:

- Temperature of 100 degrees or more within the last 24 hours
- Thick yellow or green nasal or eye discharge
- Diarrhea or vomiting
- Serious breathing problems requiring more than one breathing treatment a day
- Inability to participate fully in the program, including going outside
- Hives or rash that shows possibility of spreading or bursting.

When a child becomes sick at school, and if they are going home because of illness, we will contact parents or the person indicated on the emergency card as soon as possible. For the safety and welfare of the students and others in our community, please understand that we cannot have a sick child in attendance. Parents are expected to pick their child up **within 30 minutes** of being notified.

PARENT INFORMATION

PARENTAL INVOLVEMENT/RESPONSIBILITIES

A basic tenet of Addenbrooke Classical Academy's philosophy is parental involvement in the school. Parents are involved at Addenbrooke Classical Academy in several areas. Parents make up the majority of the Board of Directors. It is the Board's responsibility to ensure that the mission and programs of Addenbrooke Classical Academy are implemented. The Board also develops policies that serve as the framework around which the school's mission is implemented. Parent involvement in this manner assists Addenbrooke Classical Academy in keeping costs down and therefore allows a lower student/teacher ratio.

Parental involvement in the school will reinforce to your child your personal commitment to his/her education.

PARENT/TEACHER CONFERENCES

It is a commitment of the staff to be available to communicate with parents throughout the school year. This can be done at the regularly scheduled conferences in October and March. Additional time may be deemed necessary by the staff and/or the parents. Students are often invited to be part of the conferences.

Both parents are requested to attend conferences. We consider the conferences our major communication during the year, at which we present an evaluation and report card for the parents. We encourage additional conferences with your child's teachers, if needed, on an appointment basis. Drop-in conferences are often hurried and lack privacy and preparation.

The Middle School conference will be held open house style, twice a year. Teachers will be in their classrooms, no appointment will be needed. Parents should attend with their student.

REQUESTING PROFESSIONAL QUALIFICATIONS

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. When electing to have your student attend Addenbrooke Classical Academy, you agree to our Core Knowledge curriculum. To opt out of specific curriculum pieces, you must supply alternative/replacement content or activities and written documentation excusing them from the original curriculum.

STUDENT INFORMATION

STUDENT CODE OF CONDUCT

Each student has the right to the school environment as a means for self-improvement and individual growth. It is therefore expected that all students will conduct themselves in a manner compatible with the school's function as an educational facility. Conduct that disrupts the operation of the school, interferes with the rights of others, or damages school or personal property will not be tolerated and will result in disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student at Addenbrooke Classical Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities.

Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school.

Students have a right to:

Students have a responsibility to:

<ul style="list-style-type: none">• A rich and appropriate education.	<ul style="list-style-type: none">• Contribute to a positive environment for all.
<ul style="list-style-type: none">• Be treated with respect and care. Students will not be treated differently because of their race, ethnicity, religion, body, gender, sexual orientation, or where they live.	<ul style="list-style-type: none">• Treat others with care and respect. Students will not treat others differently because of their race, ethnicity, religion, age, body, gender, sexual orientation, or where they live.
<ul style="list-style-type: none">• Be talked to with courtesy and appropriate language.	<ul style="list-style-type: none">• Talk to others with courtesy and appropriate language.
<ul style="list-style-type: none">• Learn from their own mistakes. No one will silently stand by while the rights of others are abused.	<ul style="list-style-type: none">• Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
<ul style="list-style-type: none">• Be heard. Students' feelings and opinions will be respected by others.	<ul style="list-style-type: none">• Listen to others, respecting expressions, feelings and opinions of others.
<ul style="list-style-type: none">• Participate in decisions about their own education.	<ul style="list-style-type: none">• Help others to participate in decisions about their own education, as well as work to become self-directed learners.
<ul style="list-style-type: none">• Expect that they will be in a safe and clean school and that personal and community property will be safe.	<ul style="list-style-type: none">• Help to create a safe and clean environment for everyone, including safety for personal and community property.