



Addenbrooke Classical Academy  
High School Parent/Student Handbook  
2021-2022

# ADMINISTRATION

Executive Director - Ric Netzer  
High School Principal - Cindy Lamgo  
High School Assistant Principal - Charlie Rienhoff  
Dean of Student Affairs - Kari Michelsen  
Registrar- Amber McMaster  
Attendance Secretary- Katherine Jerome

# BOARD OF DIRECTORS

Chris Kuetemeyer - President  
Stephanie VandenBerg, Treasurer  
John LaBarbara - Director  
Sarah Rodriguez - Director

# 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.

# CORE BELIEFS AND VALUES

1. We believe that all human beings deserve dignity and respect.
2. We believe in the self-evident truths as found in the Declaration of Independence, "...that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness."
3. We believe that all students should be educated in a way that equips them to be exemplary citizens.
4. We believe that parents are ultimately responsible for the education of their children.

# CLASSICAL IDEAS

In order to preserve the culture of Western civilization, classical education adheres to the study of the liberal arts. Arts are skills acquired and used for a further purpose. Using the model of the Greeks and Romans, students study the arts contained in the trivium: grammar, logic, and rhetoric, as well as the quadrivium: mathematics, geometry, music, and astronomy. Students also study the sciences, or bodies of knowledge

acquired for their own value, such things as history, literature, philosophy, and the physical sciences. Classical education employs literature to teach the humanities and in so doing teaches students how to think and what to do.

## SOCRATIC APPROACH

- The teacher masterfully guides learning through questioning.
- The students do the work of learning and perform the act of knowing.
- Upper-level inspirational subjects such as history, literature, and science utilize a seminar approach, particularly in the upper grades.

## CHARLOTTE MASON PHILOSOPHIES

- Education is an atmosphere.
- Education is a discipline.
- Education is a life.
- Education is the science of relationships.

## VISION

Throughout his or her life, the exemplary citizen seeks to produce fruitful work by...

Nurturing a spirit, which is:

- Honorable, compassionate, humble, and full of grace and integrity
- Courageous to make a stand for what is right
- Desirous to serve others
- Growing in virtuous character
- Grateful
- “Hungry” for what is true, beautiful, and good
- Hopeful and optimistic
- Capable of handling emotional distress
- Able to give and receive love
- Able to produce fruitful work

Continually feeding a mind, which is:

- Attentive, analytical, and discerning
- Passionate for lifelong learning
- Growing in its foundation of knowledge
- Respectful of the rights and responsibilities of his/her citizenship
- Able to recognize life-giving ideas

Caring for the physical needs of his or her body through doing the “musts” in one’s life, such as:

- Good nutrition
- Regular exercise
- Other healthy habits

## 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 contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or the principal, 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: PTO (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.

## 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 fundamental safeguards and the mission of the school.

Students have a right to: Students have a responsibility to:

- A rich and appropriate education.
- Contribute to a positive environment for all.
- 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 dignity and respect. Students will not treat others differently because of their race, ethnicity, religion, age, body, gender, sexual orientation, or where they live.
- Be talked to with courtesy and appropriate language.
- Talk to others with courtesy and appropriate language.
- Learn from their own mistakes. No one will silently stand by while the rights of others are abused.
- Help others learn from their mistakes. No one will silently stand by while the rights of others are 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 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 or 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: Executive Director, 3605 S Teller St, Lakewood, CO 80235, Section 504 Coordinator: Charlie Rienhoff, or for concerns regarding discrimination on the basis of disability: Executive Director
- All other concerns regarding discriminations: Executive Director

## STUDENT LIFE

### CLOSED CAMPUS

Addenbrooke Classical Academy is a closed campus. Students may not leave campus during lunch or off periods unless a parent or guardian checks the student out of school for an appointment or other reason, a student is enrolled in Community College courses, Warren Tech, or has been approved for early release for work.

### BEFORE AND AFTER SCHOOL FOR STUDENTS

Class hours are from 8:00 am to 3:30 pm. The first bell rings at 8:00 am. Students should not arrive any earlier than 7:30 am and should be picked up no later than 4:00 pm.

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: commons and study area. 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 the 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, 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.

### CAFETERIA SERVICES

The School offers a la carte items for purchase. 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.

### EXTRACURRICULAR ACTIVITIES 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 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.

## **HIGH SCHOOL 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. Many professions require a dress code, as we prepare students for the workforce it is necessary for them to understand how to submit to their authority as it relates to dress. Final dress code adherence decisions will be made by Addenbrooke staff.

## **GENERAL GUIDELINES**

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

A general guideline will be business casual, Addenbrooke spirit wear shirts/hoodies, and continuing education programs shirts/hoodies.

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.

Shorts can be worn until October 15 and after April 1.

If a student is found to be in violation of the dress code policy they will be asked to bring themselves into compliance. They will not be allowed back in class until they are in compliance.

## **Examples of Prohibited Attire**

Hats, ripped or ragged clothing, leggings, shorts between October 15 - April 1.

## **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.

# ACADEMICS

## PLAGIARISM / CHEATING POLICY

In order to foster a culture of free and independent thinkers, Addenbrooke Classical Academy 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: teacher will communicate by phone to the parent about the incident and document that contact as a referral, a permanent 0% will be given for the assignment, the student becomes ineligible to play a sport or participate in clubs for two weeks, and the student loses the opportunity for the final exemption in that class. 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 all final exam exemptions will be forfeited.

## LATE / MISSING WORK

An assignment that is not turned in on time may be turned in during the next five school days after the due date for 50%. After five school days, the assignment is marked as 0%. If the assignment is missing due to an excused absence, the student has two days for every day absent to complete the assignment for full credit. It is the responsibility of the student to communicate with teachers concerning assignments that are missed due to absence.

## MAKEUP TESTS AND PROJECTS

If missed because of excused absence, students are permitted to take tests and turn in projects within as many days as they were absent. Teachers may assign a late penalty to any long-term project in accordance with deadlines previously communicated to students.

## REQUIREMENTS FOR A DIPLOMA

To receive a high school diploma from the school, a student must successfully complete the required number of credits. For more information, parents and students can contact the School Counselor, Nick Bidinger.

Course	Credit Required
English	4
Math	3
Science	3
Humane Letters	4
Languages	3
Music	4
Physical Education	1
Electives	3
Senior Capstone	
Total Required	25

## SENIOR CAPSTONE

Earning a high school diploma from Addenbrooke Classical Academy means that one is well versed in rhetoric; a student can take a question, formulate an answer upheld by literary evidence, and write a clear persuasive answer in the manner prescribed. All students, both Classical and Early College, seeking to graduate must submit and orally present an essay to a faculty panel. The prompt and requirements will be provided in September and students will have regular deadlines for submitting sections to the English 12 teacher throughout the year.

## STUDENTS WITH DISABILITIES

Upon the recommendation of the special education team, principal, and school counselor, 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 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: Valedictorian(s) and Salutatorian(s)

Students selected by the school counselor 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 speeches need to be approved one week prior to graduation by the executive director.

## FINAL EXAMS

### EXEMPTIONS

All students in grades 9 - 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 three or fewer absences.
2. A grade average (per class) of 80 or above with two or fewer absences.
3. A student with four 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 I.S.S. per semester.
5. Students with a GPA of 4.0 are exempt regardless of absences.

## CREDIT BY EXAM

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, homeschooling, correspondence courses, or independent study supervised by a teacher.

The executive director will determine if the student may 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 the



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.

## 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 school counselor.

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

Grades from all high school courses will be included in calculating each student's grade point average (G.P.A.) and class ranking. G.P.A. will be based upon a weighted grade point average scale. All Addenbrooke courses will be based on a 4.0 G.P.A. scale. All concurrent enrollment college courses will use a 5.0 weighted G.P.A. 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 for further information.

## INFINITE CAMPUS GRADE REPORTING / CONFERENCES

Student grades may be accessed at any time by parents or students using Infinite Campus.

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.

## TRANSFERS AND WITHDRAWALS

Students transferring from school must be cleared through the school office.

Students being withdrawn from school permanently must be checked out through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals. If a student leaves 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. Fund raising or student field experience fees are not refundable.
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. The student will take these items to the new school.

## WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent for 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.

# TECHNOLOGY

## TEXTBOOKS, E-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 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.

No personal devices will be allowed at school. Chromebooks will be issued for classroom use.

## CELL PHONES AND PERSONAL POSSESSIONS OF STUDENTS

Personal possessions, such as earbuds or headphones, personal electronics, games, cell phones, I-pods, Kindles, other personal readers, may be brought to school; however, their safekeeping, damage, or loss is the sole responsibility of the owner.

Cell phones may not be used during class time; however, cell phones may be used before school, during breaks, at lunchtime, and after school. Cell phones, headphones, and earbuds must remain put away and out of sight in backpacks, lockers, or purses during class time. Students who have a cell phone, headphones, or earbuds out or visible during class time will have them confiscated by staff. Staff will put the student's name on the phone, headphones, or earbuds and turn it in to the front desk to be collected at the end of the day.

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.

Spinners, putty, and other similar fidgets are prohibited in classrooms as they are very distracting to the students using them and the other students around them. A student will be allowed fidgets only if specifically allowed in an IEP, 504 Plan, or MTSS accommodation for that student.

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 turn it in to the front desk and the student may collect it at the end of the day. In some instances it may be required that the parent claim the item.

## 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 the 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.]

## ATHLETICS

### GENERAL LETTERING AWARDS GUIDELINES

These are the Addenbrooke Classical Academy policies that have been established for the purpose of awarding a letter in recognition of specific school achievements. The athletic letter is awarded once with all subsequent awards taking the form of a service bar of metal or cloth that can be worn under the sport insignia for each year a varsity letter is received in a sport. There is a maximum of four bars or stripes under each insignia.

The following are also awarded for special recognition:

All Conference	White Star
League Champion	White Star
League Champion Team	White Star
All State	Gold Star
State Champion Team	Red Bar
Individual State Champion	Red Star

All lettering recipients must meet the following minimum guidelines and then meet the requirements for their specific designation.

- School rules on attendance and citizenship must be followed.
- Must maintain eligibility in good standing throughout the period of eligibility
- Student should be free of suspensions for the semester prior to and during the season of the event of qualification.
- Student should have fewer than three dress code violations during the season of a qualifying event.
- Must be within four years of eligibility as outlined by CHSAA
- If a student receives an award, it can be revoked or denied, for violation of school or county policies or at the discretion of school administration.

### GENERAL ACADEMIC LETTERING

In order to letter in academics, the student must make the Honor Roll (3.75-3.99 GPA) or Highest Honor Roll (4.0+) for a semester.

## SPORT POLICIES

### BASKETBALL

An athlete shall play in half of the total quarters of all varsity games played.  
Quarters played in state playoff games may be counted in the foregoing minimum.

### CROSS COUNTRY

Eight points are needed in order to earn a letter.

Any athlete running as an “A” squad member of a five-to-seven member team against 4a or 5a competition will receive one point towards a letter.

An athlete placing in the upper 25% of the conference or upper 50% of the state meet automatically earns a letter (“A” squad only).

Additional points must be made by placing in any varsity invitational meet as follows (“A” squad only):

- ~ First Place                    5 points
- ~ Second Place                4 points
- ~ Third Place                  3 points
- ~ Fourth Place                2 points
- ~ Fifth-tenth Place            1 points
- ~ Breaking 17:30 boys and 20:30 girls 1 point (once only)

## SOCCKER

An athlete shall play in a minimum of half of the varsity halves played on the schedule.

Halves played in the state playoff games may be counted in the foregoing minimum.

## VOLLEYBALL

An athlete shall play in at least half of all varsity sets during the season. Clarification: Sets are not to be confused with matches.

An athlete who represents her school in the state tournament may be recommended for a letter.

## CHOIR

Each semester the student will fill out a point tracker that needs to be signed by the choir director. The points accumulate over time and when a student reaches the appropriate threshold, they are eligible for receiving the reward. 50 points to letter.

- Attend all performances                    5 points
- Take private lessons                    5 points
- 95% attendance in class                5 points
- Being a member of an honors choir        7 points
- Performing in an outside choir        5 points
- Singing a solo in a concert            5 points
- Attending a professional choir concert    7 points
- Participating in choir 4 years            10 points
- Participating in multiple school choirs    5 points

## ORCHESTRA

Each semester the student will fill out a points tracker that needs to be signed by the orchestra director. The points accumulate over time and when a student reaches the appropriate threshold they are eligible for receiving the reward. 50 points to letter.

- Attend all performances                    5 points per year
- Take private lessons                    5 points
- 95% attendance in class                5 points per year
- Being a member of an honors orchestra    7 points
- Performing in an outside orchestra       5 points
- Play a solo in a concert                5 points
- Attending a professional orchestra concert 7 points
- Participating in orchestra               5 points per year
- Participating in multiple school orchestras 5 points

## LETTER JACKETS

Letter jackets may only be purchased through the approved vendor. The approved vendor is:

Sportline: Team Sports

6543 Wadsworth, Arvada, CO 80003

Phone: 303-421-6751

Website: [www.letterjackets.com](http://www.letterjackets.com)

These letter jackets qualify and may be worn under the dress code policies of Addenbrooke Classical Academy. Students may purchase individual patches as they desire. An ordering form and information will be given to the students at the time that they receive their letter.

The school does not provide letter jackets. All letter jacket purchases shall be at the expense of the student. Booster organizations shall not purchase letter jackets.

## ATTENDANCE

### 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

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester, the School may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

#### Failure to Comply with Compulsory Attendance

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 (termed "accelerated instruction" by the state or from required tutorials 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 seven 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, if a student is 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.

## **COUNSELING**

### **ACADEMIC COUNSELING**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Students should work closely with the school counselor in order to create an effective Individual Career Academic Plan (ICAP). The ICAP will allow students to take classes that align with their prospective career pathway.

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 areas such as social, family, or emotional issues, or substance abuse. The counselor will assist the student with their concern or issue in the hopes that they can return to the classroom in a timely manner. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should follow the appointment scheduling procedures.

### **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 or when it is suspected that the student is a danger to him/herself or others.

## **CONDUCT AND DISCIPLINE**

### **BULLYING**

Bullying is the intentional targeting of a student to create a power imbalance, and it can take physical, verbal, social, or technological form. It can range from hitting, shoving, name-calling, threats to extort 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.

## PUBLIC DISPLAYS OF AFFECTION

As a professional learning environment students are expected to act accordingly. Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities.

## 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, 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 one-self.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good caretaker of all things.

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 and out of sight, 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 any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses or displays a telecommunications device during class shall have the device confiscated. The [student/parent] may pick up the confiscated telecommunications device from the front desk at the end of the day. 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.

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, discipline standards 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.

## 9-12 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 which 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 has 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.

## 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.

## 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.

## 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.

## 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 die by 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, which 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.

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; 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.

## LAW ENFORCEMENT AGENCIES

### QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal 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 principal 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 principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal 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 principal 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 principal will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal 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.

## **HEALTH AND MEDICINE**

### **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.

### **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.

### **HEALTH ROOM**

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

The purpose of the health room 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 health room 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 health room 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 principal.

In accordance with a student's individual health plan for the 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 principal 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 the 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.

## 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 principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal 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.

## 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.

## 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.

## STUDENT INFORMATION RELEASE

Classroom activities and events sponsored by the school occasionally are photographed or videotaped by school employees or representatives of the news media for publication in newspapers or broadcast on television or for use in school newsletters, brochures, etc. If for any reason you DO NOT wish to have your student(s) photographed or videotaped for these purposes, you must notify the office in writing.

## VISITORS TO THE SCHOOL

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.

Visits to individual classrooms during instructional time are permitted only with approval of the principal 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.

## OTHER POLICIES

### “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 non emergency, 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.

### 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.
- You may review your child’s student records including:
  - 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.

## 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 first attempt to solve a concern or issue with the teacher or staff member. If unresolved, 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.

## 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.

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, 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.

Individuals granted access in response to a subpoena or court order.



A school or institution of postsecondary 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 3605 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 of 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

## 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.

## FUNDRAISING

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the principal at least five days before the event.

## 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.

## ASBESTOS AND PEST MANAGEMENT

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