



Addenbrooke Classical Academy
High School Parent/Student Handbook
2023-2024

Table of Contents

Administration/Board of Directors Background, Mission Statement, Core Beliefs and Values	Page 3
Classical Ideas, Socratic Approach, Charlotte Mason Philosophies Vision	Page 4
Working Together, Student Rights and Responsibilities	Page 5
Statement of Non-discrimination, Student Life	Page 6
High School Dress Code	Page 7
Social Events, Posted Material, Academics	Page 9
Final Exams Policy	Page 10-11
Technology	Page 12
Athletics	Page 13-14
Attendance	Page 15-16
Academic and Personal Counseling, Conduct and Discipline	Page 16-21
Law Enforcement Agencies	Page 21
Health and Medication	Page 22
Safety	Page 23-24
Other Policies	Page 24-29

ADMINISTRATION

Executive Director - Ric Netzer
High School Principal - Cindy Lamgo
High School Assistant Principal - Charlie Rienhoff
Dean of Students - Kari Michelsen
Registrar - Amber McMaster

BOARD OF DIRECTORS

Christian Summers - President
Michael Edlen - Vice President
Patrick Cordova - Treasurer
John Byrne - Secretary
Mark Brand
Daniel Krivoniak
Sarah Rodriguez

BACKGROUND

Addenbrooke Classical Academy is authorized under the Charter Schools Act (C.R.S. 22-30.5-101, 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: PACS (Parents of Addenbrooke Classical Students)
- Serving as a parent representative on the SAC (School Accountability Committee) assisting in the development of educational goals and plans to improve student achievement.
- 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:

- 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, .
- Treat others with dignity and respect. Students will not treat others differently because of their race, ethnicity, religion, age, body, gender, sexual orientation, .
- 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 of race, religion, color, national origin, gender, sex 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.

In accordance with the requirements set forth in Title IX of the Education Amendments of 1972 (Title IX), ACA provides this notice of nondiscrimination and states that ACA does not discriminate on the basis of sex in its education programs and activities, including with respect to admission and employment. Questions regarding Title IX may be referred to the ACA Title IX Coordinator, or the Office for Civil Rights at the United States Department of Education. ACA's Title IX Coordinator is: Mr. Ric Netzer. Any individual who believes that they or someone else has been a victim of or witness to Sexual Harassment or Retaliation as defined by Title IX are encouraged to make a Report of their concern to the Title IX Coordinator. A concern or Report may be submitted to the Title IX Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the Report or concern. For more information about filing a Title IX Formal Complaint, the Title IX Grievance Process, and/or Title IX definitions please visit https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

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: Ric Netzer, Executive Director, 303-989-1336, mezer@addenbrooke.org 3605 S Teller St, Lakewood, CO 80235, Section 504 Coordinator: Charlie Rienhoff, or for concerns regarding discrimination on the basis of disability.
- All other concerns regarding discriminations: Ric Netzer, Executive Director

COLORADO CROWN ACT: In compliance with the Colorado Crown Act, any practices or references in any handbooks or policies of the School related to prohibiting discrimination on the basis of an individual's race shall include a person's hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps, and no policy herein shall be construed as prohibiting such.

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. Students who drive and park at Addenbrooke will not be allowed to loiter in their car during school hours.

BEFORE AND AFTER SCHOOL FOR STUDENTS

Class hours are from 8:00 am to 3:30 pm. 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. Students may be in designated areas beginning at 7:30 a.m. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after-school activities on school premises and at school-sponsored events off school premises, such as play rehearsals, 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.

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 a grade below 70 in any academic class or dual credit course, may not participate in extracurricular activities for that week.
- 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 orchestra, 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, a dress code has been established 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 for Clothing Not Allowed

- **Appropriateness Rule:** Armpit to armpit rule: the student should be able to draw a line from one armpit to the other and have anything below that line covered by clothing: mid-drifts, halter tops, backless, strapless, tube tops, spaghetti straps, or muscle shirts are not allowed.
 - No graphic tees or hoodies (exception: Addenbrooke, college, military or public servants, Colorado or US themed)
 - No ripped clothing
- **Length Rule:** nothing shorter than cell phone width above the knee.
- **Fabric Rule:** No inappropriately sheer or stretchy fabrics, fishnet or similar material; leggings, yoga pants, flare stretchy pants, sweat pants, athletic shorts, or athletic stretch pants are not allowed.
- **Accessory Rule:** Hats, bandanas, beanies, or hoods are not allowed, no dark/sunglasses, no blankets
No paraphernalia, grooming, jewelry, accessories, or body adornments that are symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol or weapons

- By virtue of color arrangement, trademark, or other attribute denote membership in gangs, advocate drug use, violence, porn, or disruptive behaviors
- Are obscene, sexual, profane, vulgar, lewd, or slanderous
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

P.E./Weights Dress Code

TOPS:

T-shirts (no profanity or weapons,) Tank Tops (straps must be 2 fingers wide,) Cut off T-shirts (whole chest must be covered)

NO CROP TOPS (stomachs must be covered when hands are raised above the head)

****Ladies need to wear appropriate support for high impact exercise****

BOTTOMS:

Athletic Leggings, Athletic Joggers/Pants, Athletic Shorts (must be long enough that when squatting no glutes are showing in full 90 degrees)

FOOTWEAR:

Athletic Shoes (closed toe and heel)

NOT ALLOWED:

Crocs, Slides, Boots

Cozy Day Dress Code:

On days designated by administration or student government, the following dress code will be allowed.

In addition to the regular dress code students may wear: sweat pants, pajama pants, beanies, hoods, hats, blankets, slippers.

Dress Code Violation Consequence:

Students who are out of dress code will be asked to change. If they cannot, a black t-shirt will be provided to change into. If the t-shirt does not solve the problem, the student will be limited to the office until the dress code can be satisfied. Dress code violations will be issued a lunch detention on the same day of the violation when possible.

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.

Guests

Any outside guest must be a current high school student or Addenbrooke graduate (previous year only). Each guest will need to fill out the Dance Guest Agreement (pick up a hard copy in the front office). The form needs to be filled out in its entirety, including signatures by student (guest), parent, and principal of their current school. The form is due the Monday before the dance. Guests from other schools MUST present their student ID or show their Infinite Campus account upon arrival at the event.

Ticket Sales

Tickets will be on sale during lunch each day of the week leading up to the dance. Tickets for Homecoming and Winter Formal are \$15 during presale and \$20 at the door. Prom tickets are \$20 presale and \$30 at the door. Cash, checks (made payable to PACS), or Venmo @ACAPACS will be accepted.

Alcohol/Drug Use

Students found to be under the influence or in possession of any illegal substance will have a parent or guardian called to pick them up. They

will sit in a separate room at the dance until released to their parent. Punishment for the infraction will be determined on a case-by-case basis by those in authority.

Leaving the Dance

Once a student arrives at the dance and enters the gate, they are not permitted to leave the gate and come back in. If they do choose to exit, it will be up to them to arrange pick-up. Addenbrooke will provide supervision at the event; however, dances are voluntary events and staff cannot force anyone to stay on campus should they decide to leave.

Attire Expectations

As always, please follow the general guidelines of Addenbrooke's dress code policy.

Suggested attire for gentlemen:

Homecoming - Slacks and a collared shirt are traditional for homecoming.

Winter Formal - Slacks, a dress shirt, and tie are traditional for more formal events.

Prom - Suit, dress shirt, tie, and corsages/boutonnieres are traditional for this event.

Suggested attire for ladies:

Homecoming - Cocktail dresses (knee length) are traditional for homecoming.

Winter Formal - Longer dresses are traditional for more formal events, but a full formal gown is not necessary.

Prom - A formal, full-length gown and corsages/boutonnieres are traditional for this event.

POSTED MATERIALS

All pennants, artwork, student work, displayed announcements, and bulletin boards are off-limits to students unless authorized by administration. No personal items or alterations to posted material, art, or pennants are allowed.

Lockers: no stickers, marker art, or other unauthorized materials can be posted on lockers. Personalization of the interior is allowed as long the items are easily removed.

ACADEMICS

PLAGIARISM / AI / 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, a 0% will be given for the assignment.

AI Policy - This new technology is fluid and evolving and as such school policy will be as well. Initial guidelines will be based on good judgment on a case by case basis. If a student uses AI for their work, it should be used as a framework for their own work. They must put the framework in their own words, I.E. synthesize the material.

AI should be cited as would any outside reference.

Students should run their work through Turnitin.com as this is the medium that will be used to check for plagiarism.

If the work comes back more than 20% fake (not including direct citation) the student will be given an opportunity to rewrite the fake section.

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 60%. After five school days, the assignment is marked as 0%. If the assignment is missing due to an excused absence, the student has two school 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 Dean of Students, Kari Michelsen.

SUBJECT	ACA REQUIRED CREDITS
English	4
History	4
Math	3
Science	3
Foreign Language	3
Music	4
Physical Education	1
Electives	5
Senior Capstone Project	Required for graduation
Math Capstone	Required for graduation
Total Required	27

SENIOR CAPSTONES

Reading, Writing and Communicating Requirement: Earning a high school diploma from Addenbrooke Classical Academy means that one is well-versed in rhetoric, which means a student can take a question, formulate an answer supported by literary evidence, and write a clear, persuasive answer in the manner prescribed. All students, including those in concurrent enrollment, must submit and orally present an essay to the Capstone Panel. The prompt and requirements will be provided in the fall and students will have regular deadlines for submitting sections to the Senior Rhetoric teacher throughout the year.

Math Requirement: Students must pass one of the following three options to satisfy the Math Capstone:

- Score 500+ on the math section of the SAT
- A passing grade in a concurrent enrollment math course
- Score of 230+ on the QAS Accuplacer (Next-Generation Quantitative Reasoning, Algebra and Statistics)

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).

GRADUATION SPEAKERS

Graduation speakers (i.e. valedictorian/salutatorian and guest speakers) and their speeches need to be approved one week prior to graduation by the administrative team. Student speakers will be asked to present their speech ahead of time to a panel of administrators.

FINAL EXAMS

EXEMPTIONS

All students in grades 9 - 12 may be exempt from semester exams as follows if the principal so chooses:

- Students who have met the following criteria in each of their classes are exempt from taking the final in that class:
 - have an “A” (89.5+%) in the class with three or less total absences
 - have a “B” (79.5%-89.4%) in the class with two or less total absences
 - have an “A” in all classes regardless of absences, or
 - have a cumulative GPA of 4.0+
- If a student is exempt from a final in one class but not another, they will only need to be in attendance for the required final(s).
- A student who is exempt from a final will receive the grade they have earned at the conclusion of their final class in the semester.
- If a student is exempt but finds value in taking the exam, they may choose to take the final.
- Students who attend school but are exempt from the final will need to be in the classroom for that final. They can either read, study quietly, or take the exam. Students will not be allowed to “hang out” in the Commons, halls, weight room, or other classrooms.
- If your student takes on-site concurrent enrollment classes, please have them check with their teacher for finals details. These classes may have a different schedule.
- Students who served a suspension during the current semester are required to take all finals.
- All excused and unexcused absences, including those due to illness, count when determining eligibility for finals exemptions. The only exceptions are absences due to ACA sports, college visits, or ACA field trips.
- Even if exempt, all classwork, including review work for finals, will be graded and recorded up to the date of the final.

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 administrative team, 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 administrative team will determine if the student may take an exam for this purpose. If approval is granted, the student must score at least 80 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.

CONCURRENT ENROLLMENT

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 Dean of Students.

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.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Grades from all high school and concurrent enrollment 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.

INFINITE CAMPUS (IC) 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 administration 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 administration 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 principal in accordance with local policy.

TRANSFERS AND WITHDRAWALS

Parents of students leaving Addenbrooke need to consult the registrar in advance.

TECHNOLOGY

TEXTBOOKS, CHROMEBOOKS AND OTHER 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.

A Chromebook will be issued to each student. The laptop belongs to Addenbrooke; students should not decorate their laptop with stickers or other permanent alterations. The school barcode should not be removed as it is the only way of proving stewardship. Other 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 in unacceptable 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 for use in the classroom. Personal devices are prohibited unless needed and authorized by school administration.

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 school provided devices, e-mail, and other electronic communications (i.e. internet usage/searches) using school computers is not private and will be monitored by school staff.

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, 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 and will be confiscated by staff (unless use is approved by their classroom teacher) if they are in use during class. 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.

Any personal items that are disruptive to the learning environment are prohibited.

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.

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)

SOCCER

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 school performances per year	5 points
Attend an opera	5 points
95% attendance in class	5 points
Being a member of honors choir	7 points
Performing in an outside choir	5 points
Singing a solo in a concert	5 points
Attend a professional choir concert	7 points

Participating in choir four 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

Jackets can be ordered through the following local vendor.

B & H Sports
4550 S. Kipling St.
Denver, CO 80127
www.bandhsports.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 in order to benefit from teacher-led activities that build on each day's learning so that they can grow as an individual. 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 17 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.

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 and the student is declared Habitually Truant, meaning they have four unexcused absences in a month or ten unexcused absences in a year.. A petition against the student and parent may be filed in court if the student is Habitually Truant.

DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS

If a student is absent for more than five 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.

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:

- 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.School issued out of school suspension.
- If the student is in the custody of a court or law enforcement

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.

TARDIES

Due to the time of all being wasted, instruction is disrupted and learning is affected, students who are habitually tardy to class will be held accountable. Attendance records will be pulled weekly. If a student is found to have more than three tardies in the previous week, an after school detention will be assigned..

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 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.

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. Any affectionate behavior beyond hand holding is unacceptable in any professional environment.

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.

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 cell phones; however, their use is restricted to the aforementioned parameters. 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.

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

Classroom intervention will always be the first step in correcting behavior. When appropriate, a supervising adult uses strategies such as redirection, recovery, and verbal discussion to interrupt disruptive or unacceptable behavior. For minor behavioral infractions, an email will be sent to parents describing the details of the event and any consequence. A phone call to parents will be made for more serious incidents. Infractions, such as dress code violations and tardies, as well as defiance, disrespect, skipping class, etc. will be satisfied by an after school detention.

In-school Suspension or Out of School Suspensions may occur based on grounds outlined in the Jefferson County Public Schools Student Conduct Code or at the principal's discretion. 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.

STUDENT LOCKERS

Student 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 lockers. Students will be offered the use of a school lock and must be certain that their lockers are locked, and that the combinations are not available to others. Personal locks are not permitted. Searches of lockers may be conducted at any time for any reason whether or not a student is present. The parent will be notified if any prohibited items are found in the student's locker.

VEHICLES ON CAMPUS

Students who drive to school must sign a Parking Agreement and will be required to display the issued parking pass. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable suspicion 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. Students will not be allowed to loiter in their vehicle during school hours.

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. Random 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.

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 expulsion process may begin. 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.

TITLE IX AND SEXUAL HARASSMENT

Sexual Harassment is strictly prohibited at ACA. This includes conduct that is so severe, objectively offensive, and 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 sexual harassment 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, dating violence, 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, sex, or any other protected class status basis prohibited by law, which negatively affects the student.

HARASSMENT

Harassment is a type of discrimination against an individual on the basis of a protected class status that, in general terms, is conduct so severe, objectively offensive, 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 AND MARIJUANA PRODUCTS ARE PROHIBITED

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

IMMUNIZATION

Immunization requirement law will be strictly enforced for all students. Students who do not meet the immunization requirements will be denied attendance pursuant to Colorado Revised Statutes 25-4-901, et. seq. Transfer students will be expected to submit a complete Certificate of Immunization or Exemption.

Pursuant to C.R.S. 25-4-901, et. seq., parents may exempt their children from receiving immunizations through a medical or non-medical exemption. Parents must complete all of the requirements for a medical or non-medical exemption, which may include completion of CDPHE's Online Immunization Education Module for non-medical exemptions that are not certified by an immunizing provider.

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. The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Discipline Code. Access to recorded footage will be in accordance with applicable laws and policies, including without limitation FERPA.

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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

"Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which Addenbrooke Classical Academy maintains. They may include, but are not limited to, the following; basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, records from previous schools. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

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

1. The right to inspect and review the student's education records within 45 days after the day ACA receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write to the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

A school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as discipline decisions, grades or other evaluations. FERPA is intended to require only that educational agencies and institutions conform to fair recordkeeping practices; not to override accepted standards and procedures for making academic assessments, disciplinary rulings, placement determinations, and other evaluations. Accordingly, the right to seek amendment of education records cannot be used to challenge a substantive decision unless it has been inaccurately recorded.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that provide school related products and services to students without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the School to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School in writing by the first day of school.

The School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.

Student temporary records shall be maintained until August 1st of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation or permanent withdrawal from the school. The Executive Director shall be responsible for having all student records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all students' files.

MCKINNEY VENTO

The Homeless Education Program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 etseq.). The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining a free, appropriate public education. The program was originally authorized in 1987 and, most recently, reauthorized as Title IX, Part A of the Every Student Succeeds Act in 2015. The Act ensures educational rights and protections for children and youth experiencing homelessness including the following:

If you live in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act. Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.

*If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.

- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the student's needs.

If you believe you may be eligible, contact the McKinney-Vento Case Manager at the district to find out what services and supports may be available.

RIGHTS OF STUDENTS WITH DISABILITIES

In compliance with the federal law known as Section 504 of the Rehabilitation Act of 1973, the School will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities.

In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an

aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the School does not discriminate on the basis of disability in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provisions of services to students with disabilities, contact Antonia Sassalino.

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 Shawn Spencer.