

Addenbrooke Classical Academy



# Preschool Before and After Care Parent/Student Handbook

Addenbrooke Classical Academy  
Charter School

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# ***INTRODUCTION***

## **BACKGROUND**

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

Opened in 2013 as a 6-12 school with 110 students in a leased commercial property, Addenbrooke Classical Academy has grown to a PK-12 school with an enrollment of approximately 400. Addenbrooke Classical Academy, PK-12, is located at 3940 S. Teller, Lakewood, CO 80235.

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**

Addenbrooke Classical Academy, in collaboration with students, parents, and the community, aims to foster a culture of active and resourceful lifelong learners.

## **VALUES OF ADDENBROOKE CLASSICAL ACADEMY**

Addenbrooke Classical Academy educates students in the pre-kindergarten through twelfth grades. From the seminar to the science lab, from the music room to the playing field, we begin with the conviction that all human beings can know truth, create beauty, and practice goodness. To that end, we expect students to develop basic tools of learning, ordered basic knowledge, moral seriousness, breadth and depth of imagination, artistic ability and a sense of wonder.

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

**ACADEMIC  
PROGRAM**

The Trivium	The Socratic Method	Charlotte Mason's Philosophies
<p><b>The first three of the seven liberal arts</b></p> <p><b>Utilized in ancient Rome and in the Middle Ages</b></p> <p><u>I. Grammar Stage (elementary years)</u></p> <ul style="list-style-type: none"> <li>A. Language is the most significant tool for learning (Spalding, EZ Grammar)</li> <li>B. Defined as the basic knowledge of each subject</li> <li>C. Core Knowledge® Curriculum for history, science and geography</li> <li>D. Saxon Math curriculum which requires mastery learning</li> </ul> <p><u>II. Logic/Dialectic Stage (Middle School Years)</u></p> <ul style="list-style-type: none"> <li>A. Formal logic</li> <li>B. Debate</li> <li>C. Delve deeper into subjects</li> <li>D. Learn to support conclusions with facts</li> </ul> <p><u>III. Rhetoric Stage (high school years)</u></p> <p>Persuasively expressing ideas through writing and speaking</p>	<p><b>Dynamic and interactive teaching techniques</b></p> <p><u>I. Questioning</u></p> <ul style="list-style-type: none"> <li>A. Questioning to lead students to answers</li> <li>B. Encouraging students to question</li> </ul> <p><u>II. Discussions</u></p> <p>Whole class discussions in seminar format</p>	<p><b>Charlotte Mason was a British educator in the late 1800s</b></p> <p><b>Modified for public school use</b></p> <p><u>I. Value each child</u> "Children are born persons"</p> <p><u>II. Need for free time</u></p> <ul style="list-style-type: none"> <li>A. Provide children with time to think and assimilate their learning</li> <li>B. Encourage creativity</li> </ul> <p><u>III. Train each child's will</u> Develop character</p> <p><u>IV. Use living books</u></p> <ul style="list-style-type: none"> <li>A. Primary source documents</li> <li>B. Well-written literature</li> <li>C. An author passionate about his subject</li> <li>D. Books communicating noble thoughts</li> <li>E. Discourage use of text books</li> </ul> <p><u>V. Use hands-on activities</u></p> <p><u>VI. Develop skills in observation</u></p> <p><u>VII. Focus on writing skills</u></p> <ul style="list-style-type: none"> <li>A. Encourage the use of pencil and paper</li> <li>B. Promote creativity and self-expression</li> <li>C. Discourage use of worksheets</li> </ul> <p><u>VIII. Focus on speaking skill</u> Develop skills in narration and have students retell what they read, learn, etc.</p>

Adapted from The Classical Academy in Colorado Springs, CO

**INTERVENTION SERVICES/EXCEPTIONAL STUDENT**

Addenbrooke Classical Academy shall identify at-risk students and serve them as needed. At-risk students are those that need or may be in need of specialized services including but not limited to gifted and talented students, special education students, homeless students, and English language learners. For students needing early interventions services, a referral will be made to the appropriate resources including social, mental health, educational or medical service. A list of referral resources available in the community shall be kept on site. Families will be offered support during the referral and written record will be kept. The school will work with the referred agency when possible to incorporate services and provide support to the student.

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

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

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

## **RETENTION AND PROMOTION**

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

If the teacher is considering recommending retention as an option for a student, the parents or guardian will be informed as soon as possible. Recommendations or consideration should come no later than April 1st. Notification must be made in writing, as well as verbally during conferences.

Addenbrooke Classical Academy may consider grade skipping for highly able students where the body of evidence is such that the student would benefit over the long term by such grade level acceleration.

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

## ***CLASSROOM INFORMATION AND POLICIES***

### **CLASSROOM HOURS**

The class day occurs from 7:45 a.m. to 3:00 p.m. (Monday-Friday) for full day Preschool students. Full day preschool will have two 15-minute snacks, 60-minutes of recess, 30-minute lunch and a minimum of 30-minutes nap/rest time. Part Day Preschool hours are from 7:45 a.m. to 11:15 a.m. (Monday through Friday). Part Day Preschool will have a 15-minute snack and 30-minute recess.

### **AFTER CARE HOURS**

After Care is offered at an additional cost for children ages 3-12 years old. After Care Hours are Monday-Friday from 3:05 p.m. to 5:00 p.m. After Care is only available on student contact days only.

### **FIELD TRIPS**

During the school year, the children will have an opportunity to have fun in school field trips as well and walking field trips. Permission forms for walking field trips will be sent home prior to the scheduled event.

### **HOLIDAY OBSERVANCES**

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

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

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

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

## ***STANDARDS AND DISCIPLINE PROCEDURES***

### **DISCIPLINE PHILOSOPHY AND PROCEDURES**

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

Appropriate behavior should follow our Four School Rules.

#### **Four School Rules**

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

#### **Discipline Philosophy and Procedure**

The purpose of "discipline" is inherent in the term itself. The term "discipline" derives from a word indicating a "learner" or "student" (disciple). It is not the intention of the school discipline policy to simply punish a student for wrongdoing, but to instruct, train, and educate that student so that he or she will make a better choice at the next opportunity. To accomplish this goal, a simple three-step process is encouraged: first, a teacher or administrator gives an instruction (communication). Next a student makes a decision to follow and obey that instruction or not (choice). 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 will be given to parents at Registration. The booklet details state law concerning student conduct.

One of the most important lessons for any student to learn is how to respect authority, respect the rights of others, and take care of his or her own and others' property. Additionally, no student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will not be on do's and don'ts, but guiding the student to a proper response to any given situation. In order to accomplish this, we will set discipline standards that are enforced fairly and consistently (recognizing that due to age, experience, and other factors, not all students are the same and need individualized attention).

Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters and communications are open and honest. It is of utmost importance that the teacher and parents work together as a team in discipline matters.

### **Preschool Discipline Procedures**

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

1. **Classroom intervention:** When appropriate, a supervising adult uses strategies such as redirection, Recovery, and verbal discussion to interrupt disruptive or unacceptable behavior.
2. **Upon a first Incident:** A phone call will be made to parent/guardian informing them of the incident.
3. **Upon the Second Incident:** The parent/guardian will be called to pick up the student and a team meeting with staff and family will be planned.
4. **The issuance of an Incident Report:** An Incident Report may be issued to a student by a supervising staff member for an incident that reflects poor or unacceptable behavior. This form will state the facts of what has happened, and the action taken by the staff member. A parent must sign this form and the student will return it the next day.
5. **The issuance of a Discipline Report:** A Discipline Report may be issued for those behaviors that are of a more serious nature or if a pattern of unacceptable behavior is established. This form will state the facts of what has happened, and the action taken by the staff member. An administrator will be involved in this process. A parent must sign this form and the student will return it the next day. Upon the third issuance of a discipline report the student can/will be expelled.
6. **Suspension:** The Executive Director or designee have the authority and option to suspend a student from school. Suspensions may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code* or at the Directors' discretion. Tuition credits are not granted for suspension.
7. **Expulsion:** Expulsion may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code* or at the Director's discretion.

### **Habitually Disruptive Student Process**

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

### **Mandatory Expulsion Process**

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

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

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

### **Environment**

It is the policy of Addenbrooke Classical Academy to maintain an environment for its students which is free from alcohol, drugs, and any form of harassment. Any student caught partaking in these activities will face administrative action, and perhaps district or legal involvement, ranging from suspension or expulsion to legal/criminal charges against the student. In these cases, the school resource officer or other officers of the jurisdiction may question students, and parental notification will take place consistent with the Jefferson County School District guidelines. Students and parents are encouraged to carefully read the *Jefferson County Public Schools Student Conduct Code*



distributed by the Jefferson County School District. The administration of Addenbrooke Classical Academy is bound to follow these procedures and directives.

Complaints of any kind of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

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

## **PRIMARY CAREGIVING AND CONTINUITY OF CARE PRACTICES**

Primary Caregiving Practices are essential to students in helping secure a bond with teachers during their enrollment in preschool. The primary caregiver's responsibilities are communication with families, to advocate for, nurture, teach, observe, monitor, and evaluate the child/student. The same two teachers will be the primary caregivers for a child/student with the same peer group for up to two years same classroom.

## **STUDENT DRESS CODE**

The following clothing styles and colors will be considered appropriate:

- **Solid khaki or black or blue denim pants, skirts, jumpers with approved tops, and capris are allowed.**
- **Only solid red, gray and black shirts (no print or designs) will be allowed.**
- Skirts must not be more than two inches above the top of the kneecap (Credit Card).
- Shorts must be worn underneath of all skirts.
- Blouses and button-down shirts are not allowed.

**Uniforms must also abide by the following guidelines:**

1. Shirts may have a school insignia, but no other ornamentation, including labels, are allowed on any clothing; (Buttons and tabs that are part of the garment when purchased are not considered ornamentation);
2. Knit pants, jogging or sweatpants, or leggings are only allowed for preschool;
3. Uniforms must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy, so as to allow sagging of the pants, or be too tight fitting. If belts have buckles, they must not be oversized nor have any writing that is considered offensive.

**Accessories**

1. Solid color sweaters or sweatshirts without hoods and without an insignia (color appropriate to the school) may be worn over uniform shirts;
2. Coats and jackets must be worn open in the building;
3. White T-shirts may be worn under uniform shirts. Solid colored turtlenecks (white or a color appropriate to the school) may be worn under uniform shirts;
4. Tights, hose, or socks may be worn.
5. All students will participate in physical education (PE) classes. During PE, appropriate athletic or tennis-type shoes should be worn.

## ***GENERAL INFORMATION***

### **DROP OFF AND PICK UP FOR STUDENTS**

**Class hours are from 7:45 a.m. to 3:00 p.m.** for Full day Preschool. Students are to be dropped off no earlier than 8:00 in the classroom. Parents must ensure that the student is signed in and out daily and that the staff is aware the student is in attendance and also when the student is leaving. Only people who are authorized by a parent/guardian may pick up students, must be over the age of 18 and present a valid ID. Students attending the half-day am

preschool will be dismissed at 11:15 am. All students must be picked on time (with in the 10 minute pick-up window) or a late fee of \$1.00 per minute may be assessed. After Care is available for students at an additional cost.

## **CAFETERIA/HOT LUNCH PROGRAM**

Addenbrooke Classical Academy offers lunches through our school lunch vendor .

Addenbrooke participates in the Federal Government's Free and Reduced Lunch Program for qualifying families.

Addenbrooke Classical Academy does not prepare hot lunches.

Since the school must order lunches in advance and are charged regardless of the lunch being served, WE CANNOT GIVE CREDIT FOR MISSED LUNCHES. Every effort will be made to notify parents of field trips in advance of the lunch menu coming home.

Please alert the Clinic Aide of any food allergies that your child has.

**Lunches need to be sent with an ice pack to keep them cold as we do not have the facilities to refrigerate lunches.**

## **CARPOOLS AND STUDENT TRANSPORTATION**

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

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

*Guidelines for students that are passengers:*

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

## **CONCERNS AND GRIEVANCES**

Please refer to the Communications Pathway document located on our website, for the proper channels to address areas of concern.

## INTERNET ACCEPTABLE USE

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

## LOST AND FOUND

Clothing, books and other items that are unclaimed at the school will be placed in the Lost and Found. This material will remain there for claiming through the end of each semester. At those times, all items that are not claimed will be donated to charity.

## PERSONAL POSSESSIONS OF STUDENTS

Personal possessions are not allowed in school. Please do not bring personal electronics, games, cell phones, or other equipment to school unless requested by the teacher to do so. Safekeeping, damage, or theft of personal items is the responsibility of the owner. Other items may be added to the prohibited Items list upon discretion of the school administration. The teacher will keep personal items distracting from the learning situation until the end of the day or school year. In some instances it may be required that the parent claim the item.

## PLAYGROUND RULES

**The following ground rules will be reinforced on the playground:**

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

## PRESCHOOL STUDENT FEES

A non-refundable \$150 (\$75 for every additional family member) registration fee is due at the time of registration. Tuition is based on a 9-month school year. Tuition is due on the 1<sup>st</sup> of every month starting with September and ending with May. Tuition is late after the 10<sup>th</sup> of the month and a \$20.00 late fee will be assessed. If a receipt is needed for your records, the preschool office will be happy to provide one for you. Children not picked up within the 10 minute pick up window will be assessed a \$1.00 per minute late fee and payment is due upon pickup. Refunds will not be issued due to snow days, student absence, or school closures.

## AFTER CARE STUDENT FEES

A non-refundable \$50 (\$80 for a family) registration fee is due at the time of registration. Tuition paid prior to the 10<sup>th</sup> of the month is eligible for a 10% discount. There is a \$20.00 late fee for tuition received by the 25<sup>th</sup> of the month for past due balances. Refunds will not be issued due to snow days, student absence, or school closures. After care hours are until 5:00 pm on student contact days only. A late pickup will result in a \$1 per minute late fee charge. Excessive late pickups (4 or more in a school year) will result in termination of enrollment from the program.

## **TWO-WAY COMMUNICATION**

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

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

Addenbrooke Classical Academy seeks to provide updated and accurate information on all aspects of the school to both students and parents. You can also check our website regularly for updates at <http://www.addenbrookeclassical.com/Preschool>.

Our all school (PK-12) newsletter will be e-mailed home bimonthly. Other communication will also come home in **Thursday folders**; this may include, but not be limited to, class newsletters, permission slips, conference information, special event fliers, homework, and teacher requests. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and return the folder to school with their student.

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

## **WEATHER RELATED DISMISSALS**

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

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

# ***SCHOOL OFFICE PROCEDURES***

## **ATTENDANCE**

### **Attendance**

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

## **Student Absence Procedures**

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

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

1. Month and day of absence being reported.
2. Student's full name.
3. Name of student's teacher.
4. Reason for absence.
5. Person reporting the absence.

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

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

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

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

## **Tardies**

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

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

## **CHANGE OF ADDRESS AND PHONE NUMBERS**

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

## **CLASS PLACEMENT**

Class placement is at the sole discretion of the administration.

## **KINDERGARTEN AND PRESCHOOL TRANSITIONS**

Students that are moving to kindergarten will have a transition process. Preschool students will visit a kindergarten class. Preschool and kindergarten teachers will have a transition meeting to share student's current skills and goals. Spring conferences will serve as a kindergarten transition meeting for parents/guardians. If there is concern over kindergarten readiness, data will be collected as well as a body of evidence. The school team will set up a meeting to include parents and any other necessary attendees to review evidence and begin discussions regarding readiness. Based on the decisions made there may be interventions put into place to help ensure readiness. If the team collectively agrees, a student may be retained in preschool for an additional amount of time.

Students transitioning into preschool will complete a survey giving the teachers information about incoming students. A family picnic, teacher meet and greet is set up in prior to school starting for families to meet the teachers and other students. Students who transfer from classroom to classroom shall transfer over slowly, spending short periods of time visiting. Parents will be involved in all classroom to classroom transfers, as well as incoming and outgoing teacher to share information and concerns/questions.

## **HOW TO CONTACT ADDENBROOKE CLASSICAL ACADEMY**

School Phone Number ..... 303-989-1336  
School Address ..... 3940 S Teller St., Lakewood, CO  
School Web Page..... <https://sites.google.com/a/jeffcoschools.us/aca-elementary/home>

## **LEAVING SCHOOL EARLY**

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

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

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

## **OFFICE HOURS**

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

## **PARENTS OUT OF TOWN**

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

## **PERMANENT RECORDS/STUDENT FILES**

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

### **Confidentiality Safeguards:**

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students themselves, if they are eighteen years of age or older, that they may have access to their education records; to provide for the permissible sharing of information with law enforcement

agencies as provided by law; and to ensure that each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.

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

Each student's permanent record may be viewed within 1 day by the parent or legal guardian in the presence of the administration.

## **REGISTRATION**

The registration form should be completely filled out. In particular, it is important to provide telephone numbers of places of employment for both parents, and two (2) emergency contact persons other than the parents. The school will use these contacts in the event the parents cannot be reached by telephone. Any disability or allergies of a student should be noted on the registration form and the medical forms contained in the enrollment package. Current IEP's (Individual Education Plan) must be indicated.

## **STUDENT HEALTH**

### **Accidents**

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

### **Clinic/Medical Concerns**

Parents should bring special health problems to the attention of the teacher and the Preschool Director.

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

### **Emergency Contact**

The school office maintains an emergency card for each student. A new card must be completed each year. Please keep the information up-to-date. We will use these cards to contact you in the case of an emergency. Your signature on the card is critical as it allows the school authorization to secure medical attention/aid for your child in event of an emergency. All information on the card will be held in confidence. Emergency contacts must be at least 18 years of age and have a valid ID when picking up a student.

### **Immunization (and exemption) Requirements**

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

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

**Required Preschool Immunizations:**

DTaP-Diphtheria, Tetanus, acellular Pertussis	4
Flu-Influenza (seasonal)	0
Hep A-Hepatitis A	0
Hep B-Hepatitis B	3
Hib-Haemophilus Influenzae Type B	3
MMR-Measles, Mumps, Rubella	1
PCV-Pneumococcal Conjugate Vaccine	1-4
Polio	3
VAR-Varicella	1

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

### **Medication Policy**

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

### **Vision & Hearing Screening**

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

### **When Children are Sick**

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

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

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

### **Sunscreen**

Children **MUST** have sunscreen/sun protection prior to going outside (even in the winter months). Parents are responsible for applying sunscreen at the time of drop off or provide adequate sun protection (such as hats, long sleeve shirts, etc.) daily. Sunscreen will be re-applied as needed/directed though out the day by staff. Parents must provide sunscreen to be kept at the school along with a signed sunscreen permission form. Sunscreen must be labeled with the student's name and only used for the student that it is labeled for.



## **STUDENT INFORMATION RELEASE**

Certain “directory information,” including the student’s full name, address, and telephone number, will not be released without parental consent except in the school directory. Authorization for inclusion in the directory is in the form completed at Registration.

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.

## **TRANSFERS AND WITHDRAWALS**

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

Students being withdrawn from school permanently must be checked out through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals. If a student leaves school permanently for any reason, the following procedure must be followed.

1. Parents should make their intention of withdrawing known to the office and provide two weeks’ notice.
2. The office will issue a withdrawal form.
3. The office will check with the staff to see that all books and materials have been returned.
4. Student fees will not be refunded and all fees must be paid at the time of withdrawal.

## **VISITORS AND VOLUNTEERS**

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

For classroom observations, parents should schedule with the School Registrar at least one day in advance.

## ***PARENT INFORMATION***

### **PARENTAL INVOLVEMENT/RESPONSIBILITIES**

A basic tenet of Addenbrooke Classical Academy’s philosophy is parental involvement in the school. Parents are involved at Addenbrooke Classical Academy in several areas. Parents make up the majority of the Board of Directors. It is the Board’s responsibility to ensure that the mission and programs of Addenbrooke Classical Academy are implemented. The Board also develops policies that serve as the framework around which the school’s mission is implemented. Parent involvement in this manner assists Addenbrooke Classical Academy in keeping costs down and therefore allows a lower student/teacher ratio. For information regarding joining the ACA Board please see the preschool Director. Parents will be contacted via email when there is a vacancy on the board.

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

### **PARENT/TEACHER CONFERENCES**

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

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

## QUALITY IMPROVEMENT PLAN

Each year the preschool program will conduct an annual family survey. Results from the survey will be posted on the parent board. Information gathered from the survey will be used to create a quality improvement plan that be posted on the parent information board to be shared with parents, staff and stakeholders.

# *STUDENT INFORMATION*

## STUDENT CODE OF CONDUCT

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

## STUDENT RIGHTS AND RESPONSIBILITIES

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

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

### **Students have a right to:**

### **Students have a responsibility to:**

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

