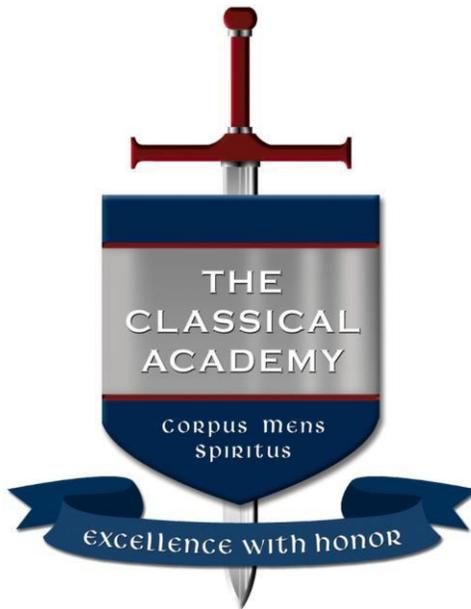


Parent-Student Handbook

2018-2019

**Elementary Schools
K-6th Grade**



This handbook provides information on parent and student rights and responsibilities at TCA. It also contains policies and procedures intended to promote the safe and effective operation of the Elementary Schools, as we as a team of parents, students, and staff pursue Excellence with Honor.

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Our Mission

The Classical Academy exists to assist parents in their mission to develop exemplary citizens, equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.

A Titan's Creed

Titans recognize and endeavor to pursue truth, beauty and goodness.

Titans celebrate virtue in scholarship, relationship and citizenship.

Titans take ownership of and find joy in learning.

Titans value our responsibilities above our rights.

Titans love, respect and protect one another.

Striving to be our best, do our best, and give our best to the world, in Mind, Body and Spirit.

Core Values

We believe that all human beings deserve dignity and respect.

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."

We believe that all students should be educated in a way that equips them to be exemplary citizens.

We believe that parents are ultimately responsible for the education of their children.

The complete Core Values document can be found at <http://www.tcatitans.org>

Website

www.tcatitans.org

About this Handbook

This handbook provides information on parent and student rights and responsibilities at TCA. It also contains policies and procedures intended to promote the safe and effective operation of the Elementary Schools, as we as a team of parents, students, and staff pursue *Excellence with Honor*. Parents, students, and staff should read the entire handbook. Questions may be referred to the elementary offices.

Each student and a parent or guardian must acknowledge an understanding and compliance of the handbook on Infinite Campus through Extended Parent Portal.

This handbook is not all-inclusive and is subject to change during the school year. The most recent copy will be available on the TCA website (www.tcatitans.org). Situations may arise that are not covered in this handbook. The administration reserves the right to deal with other situations as they arise, always keeping the best interests of the students, staff, and school in mind.

TCA PHILOSOPHY AND GOALS

Academic Program

To provide a quality academic program that educates and equips TCA students academically, ethically, socially, and physically as exemplary young citizens through the classical approach

Classical Education

The TCA model of education is whole person focused, relationship based, classically oriented and idea centered. We believe that a classical education intends to cultivate wisdom and virtue within our students. We believe that the aim of classical education is the lifelong pursuit of truth, beauty and goodness and there are unifying, governing principles to be discovered through reasoned discourse. In this pursuit we learn to know, not just to know about. The purpose of a classical education is an appropriate discipline of mind, body, and spirit to enable us to act in accordance with what we know and it goes well beyond the bounds of information accrued. We believe ideas nourish the mind and consequently offer an integrated curriculum that stresses the importance of great works of literature, art, music, science, math, and history. Classical education is founded in the Western tradition and offers an intellectual framework that is both disciplined and liberating and in the words of Aristotle is complete and sufficient unto itself.

Enrollment Goal

To enroll a student body large enough to allow for comprehensive academic and co-curricular programs, yet small enough to provide for personal attention to each student

Facilities

To acquire and maintain attractive, functional educational facilities, uniquely designed and equipped to provide an environment conducive to learning and growth that accommodates the enrollment goal

Parental/Community Involvement

To provide maximum opportunities for parental involvement at all grade levels and to utilize all community resource opportunities that are available

Public Relations

To establish and maintain a positive image of TCA through communications and associations among our constituency and the community

Character

To provide all students the opportunities to hear and respond to the standards of virtuous character and to apply those standards

Staff

To employ staff who are mature, academically prepared, and professionally skilled, and who are ethical role models, demonstrate care for students, and build positive relationships

Role modeling, as well as values imparted as a result of classroom interaction, has a significant effect on students. Students learn by the way we live, not just by what we say. Walking what we talk is critical to the mission of TCA.

Discipline

To discipline, tempered with caring, to produce freedom and encourage virtuous character in our students

A well-defined structure of discipline is imperative to the development of students. The administration's goal is to provide a positive learning environment in which students can grow and experience success, academically, physically, and in their character development. The administration will partner with TCA parents in the development of exemplary citizens by encouraging healthy decision-making by our students. Students who violate our TCA policies and

procedures will be appropriately disciplined in the hope that virtuous character will be modeled and instilled. Parents are encouraged to support our disciplinary program and discuss any discipline issues with the administration.

HANDBOOK OVERVIEW

The following overviews are placed at the beginning of the handbook to assist families with some basic information on uniform guidelines and homework. Please refer to the complete section included later in the handbook to understand the content in its entirety.

Uniform Overview*

Elementary students may purchase items from any vendor, so long as they are substantially the same in style, color and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA Elementary staff, with support of the TCA Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the Student Handbook. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration. *For specific and detailed uniform information, [please review the appropriate handbook section.](#)

Homework Overview*

The guidelines are based upon an average student on an average night. The guidelines also assume each student uses her/his in-class and in-school study time wisely. *For specific and detailed homework information, [please review the appropriate handbook section.](#)

	K-4	5,6
Average Nightly Load	0 ½ hr	½ 1 hr

Student Rights & Responsibilities Overview*

All students at TCA have the following rights:

- Right to Seek Change
- Right to Be Free From Discrimination
- Right to Free Expression
- Right to Free Association
- Right to Peaceful Assembly
- Right to Individual Dignity
- Right to be Free from Sexual Harassment
- Right Not to Be Bullied
- Rights Relating to Search and Seizure
- Right to Privacy of Your Student Records

And all students share the following responsibilities:

- Responsibility to Treat Self and Others with Respect
- Student Responsibility to Respect Property
- Student Responsibility to Keep Your School Free of Weapons
- Student Responsibility to Keep Your School Drug and Alcohol Free
- Student Responsibility to Keep Your School Tobacco Free

*For specific and detailed information about rights, responsibilities and conduct expectations, [please review the appropriate handbook section.](#)

CAMPUS INFORMATION

Central Campus
1655 Springcrest Rd
Colorado Springs, CO
80920

719-265-9766

East Campus
12201 Cross Peak View
Colorado Springs, CO
80921

719-282-1181

North Campus
975 Stout Rd
Colorado Springs, CO
80921

719-484-0081

School Hours

OFFICE HOURS	7:45 AM to 4:00 PM
SCHOOL HOURS Grades 1-6 AM Kindergarten PM Kindergarten	8:15 AM to 3:30 PM 8:15 AM to 11:30 AM 12:15 PM to 3:30 PM
EARLY DISMISSAL	12:15 PM
LATE START SCHEDULE Grades 1-6 AM Kindergarten PM Kindergarten	10:15 AM to 3:30 PM 10:15 AM to 12:30 PM 1:15 PM to 3:30 PM

Student Drop-Off/Pick-Up

Prior permission from the administration is required before students may be dropped off earlier than a half hour before start times, unless they are involved in a before school activity under the supervision of a staff member (or an older sibling at the North Campus). Classrooms are opened ten minutes prior to start times.

Students are expected to leave immediately after school unless they are involved in an after school activity under the supervision of a staff member. No supervision is provided later than a half hour after dismissal times. Prompt pick up by parents is necessary and expected by the school staff to ensure safety.

Transportation

Transportation of students to and from school is a parent responsibility. Most parents carpool or bring their students to campus in the morning and pick them up in the afternoon. Metro Rides has a link available on the TCA web page for our TCA families in need or willing to do carpool. The information submitted is not TCA sponsored. To sign up, please [click here](#) or go to <https://coloradosprings.gov/mountain-metro/page/schoolpool>.

Closed Campus

TCA elementary schools operate under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal or until they are signed out by a parent or guardian. Sign-outs will be done in the school office. If a student arrives at school after the start time, a parent must sign the student in at the office and receive a pass to go to class.

Students who must leave school during the day due to illness or an appointment must check out through the office. The office should be informed through a note or telephone call from a parent on or before the day of an appointment. In order to maintain a safe environment, parents must come to the office to sign out their student. When a student returns after an appointment, parents must sign back in at the office.

Visitors

Parents are always welcome to visit the school. Visitation by other students, including friends and relatives, is not permitted without prior permission. A visitor pass must be issued by the office to any parent or approved visitor to TCA.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If any parent has a court order that limits the rights of the other parent in matters such as custody, records access, or visitation, please bring a copy to the office. Unless such a court order is on file with TCA, the school must provide equal rights to both parents ([ASD20 Policy KBBA](#)).

Weather Delays/ Closures

TCA will be following Academy School District 20 closure status. When ASD20 administration cancels or delays the start of school due to inclement weather, several radio/TV stations will be contacted to broadcast the closure or delay. TCA uses the Blackboard Connect™ service to notify the TCA community in cases of school or district emergencies, and is also used to keep your campus or community more informed, and involved. TCA will use only the email or text feature of Blackboard Connect™ to notify of weather delays/closures. Please go [HERE](#) to make sure that your family's contact information is accurate in the Infinite Campus Extended Parent Portal. Parents should make prior arrangements so that their children have a place to go if there is no one at home on weather delays/closures or early release days.

WORKING TOGETHER

Building Community Character

Every challenge, conflict and teachable moment is an opportunity for each member of TCA's community to live out our virtues and values. There are three areas where our character is especially on display:

Conflict Resolution

How we resolve conflict is an important indicator of our individual character. As parents, students, and school personnel, we need to commit ourselves to personally seek reconciliation with others when a wrong, perceived or real, has occurred. Specifically, if a parent has a concern about a class or teacher, the parent should meet with the teacher first. If this first meeting does not resolve the issue, a conference with the parent, teacher, and administration can be scheduled. If the conflict is still not resolved, the parent should follow the Conflict Resolution Policy. If a parent/student has a conflict with another parent/student, the parents and students should meet to resolve any differences or concerns. To view the Conflict Resolution Policy [click here](#).

Carpool Compliance

Students, parents and others who pick up and drop off students in the morning and afternoon are part of our carpool system. During these times, there are traffic rules for everyone who drives on campus. These rules are designed to maximize safety, convenience and efficiency. Some of the simple rules include:

- Walk only on crosswalks and sidewalks.
- Comply with all directions from carpool supervisors.
- Hands-free cellphone use only during carpool.
- Plan to load and unload very quickly without opening trunks and without the driver exiting the vehicle.
- Use the proper loading zone for your students' ages. Mixed carpools should use the secondary side and older siblings should escort elementary siblings to the elementary wing.

Please remember...**Carpool doesn't build character, but it does reveal it!**

Competitions

School competitions take many forms – whether on the athletic field, the academic classroom, the performing arts stage, or some other venue, individual or team competitions allow students, coaches, parents, and spectators the opportunity to practice and model the concept of Excellence With Honor. Accordingly, we expect TCA parents, students and staff to demonstrate and embody the highest standards of ethics and sportsmanship as set forth in the TCA Creed. We are Titans!

Athletic Participation

The Classical Academy offers athletics participation beginning in 7th grade. We do not sponsor or direct any teams or individual athletes in our K-6 elementary schools. Additionally, we do not authorize official school logos, or the terms TCA and The Classical Academy, to be placed on uniforms or registrations for youth recreational or club teams. Information about TCA sponsored athletics and activities in grades 7-12 can be found on the TCA website.

TCA Elementary Specific Uniform Policy

Introduction

The Board of Directors of The Classical Academy has established the overarching dress code policy guidance in [JICA-TCA-B](#). The elementary uniform policy, [JICA-E-TCA](#), is an essential distinctive of the TCA academic culture. Wearing uniforms impacts the school positively by:

1. fostering a distinct and positive “TCA Appearance.”
2. decreasing distractions.
3. increasing wardrobe equity.
4. supporting easy identification of visitors or strangers.

Uniforms are mandatory for all TCA students. Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in TCA. Students are expected to be in uniform from the time they enter the building in the morning until dismissal. After dismissal, students on campus may be out of uniform but must still be modestly and appropriately dressed.

Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

Parent and Staff Responsibilities

Parents have the responsibility to ensure that their students arrive at school in the proper uniform. Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and TCA administrators who will make final decisions regarding uniform issues. Cheerful, consistent compliance with the policy by all is expected.

Consequences for Uniform Violations

Uniform violations may be annotated in the student's planner or otherwise documented (uniform violation slip). If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call her/his parent or guardian to bring an appropriate uniform item(s) which will allow the student to comply with uniform policies. The teacher may request office assistance for the students in this situation.

Uniform Wear Guidance

Students must present a neat appearance. Uniforms are to be of an appropriate size/fit, and they must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest or otherwise inappropriate. Please [click here](#) for pictures of the items that are to serve as samples of “uniform appearance.” If ever in doubt while purchasing an item, please save the receipt and check with the school office for guidance.

Pants/Shorts

Pants and shorts should not have any visible logos, be too tight or overly loose, have cargo pockets, slits or have any holes. They should be navy or khaki only; any pockets should be internal. Denim and corduroy may not be worn. The length of all items except pants will not be shorter than three inches above the knee and no longer than the top of the knee. No low-riding of pants or shorts is allowed. Neither pants, nor shorts may be rolled to achieve proper length. No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any “workout” or “yoga” stretch pants, “jeggings”, shorts, or leggings and any skirt or skort with fabric that stretches or clings to the wearer.

Skirts/Skort/Jumpers

Skirts, skorts, and jumpers should not have any visible logos, be too tight or overly loose, slits or have any holes. They should only be of TCA plaid*, navy, or khaki. Denim, polo, sweater, or corduroy dresses/skirts may not be worn. The length of all items will not be shorter than three inches above the knee. *Attention: any TCA plaid item must be purchased from Global Schoolwear (Tommy Hilfiger) www.globalschoolwear.com . School code: CLAS03

Shirts/Blouses/Turtlenecks

Shirts must be long or short sleeve solid color polo (white, red, navy, and forest green only); button up long or short sleeve solid color dress shirts or blouses (white or light blue only); should not have any visible logos, applications, etc. be too tight or overly loose, or have any holes. During the school day, shirts and blouses must be tucked in to a standard of neatness and modesty. The longest sleeve of a shirt or blouse must be on the outside. T-shirts worn as an undergarment must be white, if visible.

Sweaters

Only long sleeve sweaters without hoods may be worn as part of the regular uniform provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked. They must be white, red, navy, and forest green solid colors only. There should be no visible logos. Sweaters should be plain with no embellishments. Additionally, sleeveless sweater vests may be worn over appropriate uniform tops.

Sweatshirts

Crewneck pullover sweatshirts (navy or forest green only) and full zip fleece jackets with TCA approved logo (navy only) may be worn as part of the regular uniform provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked. Student club and other student group sweatshirts or jackets are not permitted and no other outerwear is allowed during the school day.

Footwear

Appropriate shoes and shoelaces in uniform colors (shades of red, blue, green, black, brown, or white) must be worn at all times. Shoes should be neat, clean, and appropriate to an educational environment. No beach shoes, neon-colored shoes, lighted shoes, toe shoes, shoes with wheels or rollers, no slippers or shoes resembling slippers or Crocs. For safety reasons, shoe heels must be 1" or shorter.

Socks/Tights/Leggings

Socks must be worn at all times. Full length tights and ankle length leggings may be worn. All socks, tights or leggings must be white, red, navy, forest green, black or brown, solid color only, without a design or pattern.

Belts

Belts must be worn with all shorts and pants. Belts may not have spikes or metal protrusions, and must be of coordinating colors and in good taste. Buckles must be plain and not overly large. For Kindergarten students only, belts are optional.

Friday Wear

Students may wear all TCA co-curricular activity crewneck sweatshirts (hoodies are reserved for Secondary Schools), polos, and t-shirts, which have been approved by the administration.

Hair

All students shall maintain their hair in a well-groomed manner. Hairstyles must be a single natural color (natural colored highlights are acceptable), and cannot be so conspicuous, extreme, or odd in color or style (e.g. Mohawks, faux-hawks, striped, shaved out symbols or lines, etc.) that they would draw undue attention from an outside visitor (for boys this includes buns, ponytails or headbands). If bangs are worn, they must be above the eyes. No hats, baseball caps, bandanas/bandana print head accessories or scarves may be worn during the school day.

Length of boys' hair will be maintained as follows: Hair will be no longer than the bottom of the ears on the sides. Hair in back will be no longer than the bottom of the collar. The administration will make final decisions regarding hair.

Girl's hair accessories must be red, white, navy, forest green, black, or brown. All accessories must be appropriate in size and not distracting: for example, no feathers, sequins, glitter, or pattern (except a plaid which uses the uniform colors).

Jewelry/Piercings/Tattoos/Makeup

All jewelry must be conservative, non-offensive, and not draw undue attention. Girls are allowed to have two earrings in each ear (the diameter of hoop style earrings worn may not be larger than the diameter of a penny). Large dangling or large hoop-style earrings are not allowed for safety reasons. No other visible piercing is allowed for girls, and no visible piercing is allowed for boys. Visible tattoos are prohibited for all students. No make-up is allowed at the elementary school level.

Denim Day Guidelines

From time to time, the administration will designate Denim Days when Elementary students are allowed to wear denim clothing. All denim must be blue, free from tears, slits, frayed edges, or holes and follow general guidelines of neatness and modesty. Students may always wear an approved uniform instead of denim items.

Dress-Up Day Guidelines

On designated Dress-Up Days, students who choose not to wear the uniform are expected to dress up from the uniform, not down, and follow the TCA guidelines for proper fit and modesty. Clothing should not be overly tight, see-through, nor draw undue attention. Dress length must be two inches above the knee or longer. Spaghetti straps are not permitted. Denim is never considered "dressy."

Two Hours Delay Guidelines

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Students may wear denim on these days.

School Picture Guidelines

Uniforms will not be required for individual student pictures taken in the fall, although they may certainly be worn, if desired. Students who do not wear uniforms are expected to dress up from the uniform. Students will be required, however, to wear their uniforms for the class pictures taken in the spring.

Cross Reference: [JICA-TCA-B](#): Board Philosophy on Student Attire

STUDENT RIGHTS AND RESPONSIBILITIES

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not co-extensive with the rights of adults because the school is a special setting. The courts have recognized that school officials need flexibility to be able to control student behavior in the schools and at school activities. In 1995, the Colorado state legislature passed a law providing that school officials can discipline students for actions that occur off-campus—even on weekends or during the summer—if the actions pose a perceived threat to students or staff at the school.

Along with student rights come student responsibilities. In most cases this means, “Follow the rules.” The rights of all others in the school environment (students, staff, teachers, administrators, guests and visitors) are protected when students exercise responsibility and follow the rules. Students, you are also asked to be responsible for letting an adult know if you are aware of other students who are planning to harm themselves or others in the school or community. This is not “ratting out” your friends or being a “snitch, tattletale, ‘narc’, etc.,” it is responsible citizenship that could save lives, including your own.

Academy District 20 philosophy states, “the school environment should be positive, physically safe, and intellectually stimulating.” The rules and regulations at TCA are designed to protect your rights as well as the rights of others. They are set up to control and, if necessary, discipline those individuals who do not respect the rights of others. They also help to ensure a positive learning environment and to ensure every student’s right to an education. Always doing the “Right Thing,” at the “Right Time,” for the “Right Reason” will help protect your rights and will help you be a successful student and citizen at TCA.

Student Rights

Right to Seek Change

Students and parents are encouraged to participate in or seek change in the operation of TCA in a variety of ways. Parent informational meetings are held during the year to both provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the Principal or the Board of Directors. Individuals may also provide direct input to staff members. It is TCA policy to attempt to resolve situations at the lowest level. Therefore, if a situation involves an individual teacher or staff member, that person should be contacted first before elevating the issue to the Principal, President, and finally the TCA Board of Directors.

Right to Be Free From Discrimination

Right to Be Free From Discrimination [TCA policy AC-TCA](#). The Classical Academy is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, religion, national origin, age, marital status, disability, or any other legally protected class. Respect for the dignity and worth of each individual shall be paramount. The Nondiscrimination and Equal Opportunity Policy may be found on the TCA website at: [Policy AC-TCA](#). Any student discrimination may be reported to a TCA Principal or to: Cheryl Birkey

Compliance and Nondiscrimination Specialist

975 Stout Road - Room 1114

Colorado Springs, CO 80921

cbirkey1@asd20.org

719-488-6209

Right to Free Association

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that you may express your opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities you also have a limited right of free speech. The limitation on your right to speak is that your speech must not create a material and substantial disruption to the educational process, or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities.

These legal requirements apply to whatever you write or say when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view or opinion, to speech which creates a material and substantial disruption, you can face disciplinary consequences.

Right to Free Association

You are generally free to associate with, join, and participate in groups of your own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of others, or which disrupts the educational environment or the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

A significant exception to the right to freely associate is gang related activity. Policy prohibits gangs at school or at school-sponsored events. A "gang" is defined as any group of three or more individuals who share a common interest, bond or activity that is characterized by criminal, delinquent, or otherwise disruptive conduct. This conduct may be individual or collective. Student dress and appearance that is related to gang activity is also prohibited. Likewise, gestures, signals or graffiti related to gang activity, including initiations and hazing, will not be tolerated. Individuals violating the provisions of this policy are subject to suspension and expulsion. In addition the appropriate law enforcement agency may become involved.

Right to Peaceful Assembly

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

Right to Individual Dignity

Each and every person is entitled to be treated with respect and dignity regardless of his or her race, color, ethnicity, religion, gender, sexual orientation, social status, disability or age. The dignity of each individual is best served when all concerned--students and school personnel alike--treat one another as they would like to be treated. In particular sexual harassment, hazing and bullying behavior are not tolerated in TCA schools and at school activities; nor is such behavior tolerated on buses or at bus stops.

Right to be Free from Sexual Harassment

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make you uncomfortable.

Your responsibility is to clearly indicate to the offender that the remarks, behavior, etc. are not welcome and are offensive to you. This is not an easy thing to do, but you must make it clear to the people who are making you uncomfortable that this is the case. If it does not stop, you need to report the offensive activity to an adult such as the counselor, a teacher, a principal or the Title IX Coordinator.

Right Not to Be Bullied

Bullying is any written or verbal expression, physical act or gesture that is intended to or does cause you distress. It can be direct or indirect. Direct bullying can be physical in nature, such as hitting, kicking, pushing, or choking. Or, it can be verbal, such as name-calling, threatening, teasing, etc. Indirect bullying is subtle and may be difficult to detect. It can take many forms such as social isolation,

intentional exclusion, making faces, staring, obscene gestures, manipulating friendships, etc. You need to report any bullying actions to an adult such as the school psychologist, a teacher, or a principal.

Rights Relating to Search and Seizure

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. Remember, however, that school lockers and desks are TCA property, not yours. Therefore, such lockers may be searched by school officials and contraband material seized. Also, school authorities may use specially trained dogs to do a "sniff search" of your locker or automobiles that are parked on school property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by school authorities. This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law.

Right to Privacy in Your Student Records

The school maintains education records on each student. Under the Family Educational Rights and Privacy Act [ASD20 Policy JRA/JRC E 1](#) (FERPA), parents or guardians may review those records with reasonable advance notice to the school. Parents and students over 18 years of age have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain access to your records for educational purposes. All individually identifiable educational information is confidential except for "directory" information.

All students at The Classical Academy (TCA) must have records in Infinite Campus. As a Colorado public school accredited through Academy School District 20 (ASD20), Infinite Campus data is shared with both ASD20 and the Colorado Department of Education.

ASD20 Policies regarding Student Records/Release of Information on Students are:

- [JRA/JRC](#) - Student Records/Release of Information on Students
- [JRA/JRC E 1](#) - Student Records/Release of Information on Students
- [JRA/JRC E2](#) - Opt-out Form for Disclosure of Information to Military Recruiters
- [JRA/JRC R](#) - Student Records/Release of Information on Students Procedure

FERPA requires that TCA, with certain exceptions (see D20 Policy JRA/JCR), obtain a parent's (or guardian's) written consent prior to the disclosure of personally identifiable information from a student's education records. However, TCA may disclose appropriately designated "directory information" without written consent, unless a parent has advised TCA to the contrary in accordance with TCA/D20 procedures. The primary purpose of directory information is to allow TCA to include this type of information from your child's education records in certain school publications. (ASD20 Policies [JRA/JRC](#) and [JRA/JRC E1](#))

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Academic 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 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 local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and

ACADEMICS

TCA exists to assist parents by providing a quality education that is whole person focused, idea centered, relationship based, and classically oriented. The following serve as guidelines for academic policy.

Rights

To function well in the classroom students must have a clear idea of what the teachers expect of them. Therefore, students have a right to know what the requirements are for each class. If the requirements seem unclear, or if there are questions, students should ask for clarification. Students also have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students.

Homework

At TCA the teachers and administration strongly believe that homework will contribute to the academic success of children. Homework serves as a link between the child, the home, and the classroom. Homework fosters positive school attitudes, good study habits, effective time management, and personal responsibility. While recognizing the usefulness of homework, TCA staff also strives to minimize homework loads, realizing the need to maintain a balance in students' lives. Homework may be a daily activity for some students. Students who use their class time responsibly should not have excessive amounts of homework (see chart below). If students are consistently overwhelmed, parents should contact their teachers. The parent should also get a Homework Tracking Form from your teacher to gather data that will be helpful when meeting.

The following guidelines have been developed for homework. Daily reading is a life-long habit and not included in the below guidelines.

Time Guidelines (average student per night on average):

<i>Grade Level</i>	<i>Average Time</i>
<i>K-4</i>	<i>0-½ hour</i>
<i>5, 6</i>	<i>½-1 hour</i>

Student Responsibilities

- Complete homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines.
- Attend school regularly and come prepared.
- Get assignments when absent. **Make up work will take priority over any extracurricular activity.**

Teacher Responsibilities

- Provide checkpoints for long term assignments.
- Give no more than two major tests on any one day. This does not include vocabulary quizzes or spelling tests which are usually studied in class as well.
- Assign work for academic reasons to practice, reinforce, and master skills.
- Provide clear directions for assignment, format, and due date.

Parent Responsibilities

- Provide an appropriate place and atmosphere for homework.
- Set aside homework/reading time nightly.
- Contact teacher if time spent on homework is excessive after completing the Homework Tracking Form that is available in the school office.

Late/Missing Assignment Policy

GRADES K-6 have late assignment policies according to grade level which will be communicated through your child's teacher.

Textbooks

Textbooks are the property of TCA, and students are responsible for the care of their books. All books are to be covered with an appropriate book cover. Damaged or lost books are the responsibility of the student to whom they were issued. Any book that is damaged or lost will be paid for by the student at full replacement cost. Under no circumstance should a student write in a textbook with pencil or pen.

Faculty

Faculty members at TCA are selected with great care. Each is qualified to teach in her/his assigned teaching area.

Parental Contacts with Teachers

It is important that parents be respectful and courteous about contacting teachers after school hours. Attempts should be made to schedule appointments during regular school hours. Teachers are often at their busiest during the 30 minutes before school starts and the 30 minutes after students are dismissed. Please make appointments with teachers rather than trying to conference with them during those times.

Student Support Services

Students with Special Needs

TCA has full-time staff available to assist students with special needs. Parents of students with special needs should contact the school office for referral to the proper staff member.

Mental Health Services

TCA also has a school psychologist to provide a variety of mental health services. Students/parents should contact the school office for referral to the psychologist or counselor.

Co-Curricular Opportunities

Academic Activities

The Activities Program is a vital part of The Classical Academy. The program exists to enhance the student's experience at TCA by contributing to the development of the "whole" person. The program philosophy focuses on both performance skills and character development.

Clubs

All clubs must have the approval of the administration and be chaperoned by an approved staff sponsor. Questions concerning clubs should be directed to the appropriate school office. Clubs are to be financially self-supporting.

Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the TCA program. All students must turn in a signed permission slip (and fee, if necessary) from a parent or guardian before being permitted to attend the field trip. Children younger than kindergarten age are not permitted to ride on buses. Standard uniforms are to be worn on all field trips unless specifically announced otherwise by the teacher following approval by an administrator.

Libraries

The library collections support TCA curriculum and teacher-assigned research assignments. The fiction collection focuses on classics in literature while including some current titles and series. Librarians are available during the school day, providing instruction to classes and individuals. The library staff also gladly provides research instruction or reading ideas to parents. The library strictly adheres to copyright guidelines and, as such, video checkout is restricted to teacher-use only. Additionally, students are encouraged to obtain a public library card as part of their school supplies. Each campus library welcomes students attending that campus to utilize the libraries. Cottage School students are asked to use the East Elementary library. Elementary classes have teacher-scheduled library visits. Students “walking-in” need a library pass from their teacher. The libraries are open ½ hour before and after school.

Elementary Student Library Policies:

Students are responsible for returning items by their due dates.

- Lost or damaged (beyond simple repair) books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA Destiny catalog record.
- Any outstanding overdue book from the previous school year will be charged on the patron’s account as a Lost book fine at the start of the current school year, if the book has not been returned in good condition within the first week of school.
- Any patron whose book(s) that is greater than 60 days overdue will be charged a Lost book fine which is the total replacement cost of the book.
- If a patron pays a Lost book fine and subsequently finds the lost book, a refund of the paid Lost book fine may be refunded if the book is in good condition AND is returned to the library within 30 days of the original Lost book fine charge.
- Fines will be posted on the student’s Infinite Campus account and may be paid online or in person. If paying in person, please use cash or check as the library does not have the ability to take payments by credit/debit card.
- Monies collected from lost or damaged books will be used towards replacement of the same book or towards the purchase of a comparable replacement. The decision of what to purchase will be made by the library staff.
- Library books are purchased with library or permanent bindings and are pre-processed with labels, covers and cataloging records. Consequently, books will be purchased by the library in order to ensure equivalent replacements. Please do NOT purchase a replacement book as we do not accept them in lieu of payment.
- Throughout the school year, the library staff will borrow book club sets from the Pikes Peak Library District (PPLD) for TCA elementary student book clubs. If a student loses, damages or fails to return a PPLD book checked out to them through TCA and TCA is assessed a fine, then that fine from PPLD will be passed along to the student.

ATTENDANCE

TCA follows [ASD20 Policy JH entitled Student Absences and Excuses](#).

Responsibility to Attend School

Every student, under the age of 17, has the responsibility to attend school and be punctual in reporting to classes. TCA and Academy District 20 comply with the Colorado School Attendance Law which sets forth the principle of compulsory school attendance. According to state statute, any student who has four or more unexcused absences in a course over the period of a month or ten days in a school calendar year is truant.

One of TCA's goals is to prepare students to be academically successful in college; regular attendance supports that goal. Parent support is essential for us to accomplish the mission. A quality education can only be provided to families who make attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education TCA can offer. Whenever students are absent, the quality of their education as well as their classmates' education is potentially compromised. The administration recognizes, however, that at times there may be a need for a student to be absent. The following guidelines govern attendance at TCA.

Excused/Unexcused Absence

State law, district and TCA policy all require the school to develop a system to monitor unexcused absences. Part of that requirement is that we track each absence and attempt to verify *each incidence* of absence with a parent or guardian. We must verify the purpose for each absence and designate it as excused or unexcused.

A student who is absent 8 days in a quarter or 15 days in a semester risks not receiving a grade for the quarter (semester) and may be asked to attend summer school.

- a. Parents should notify the school office by 8:30 AM to report absent students. If a student has been absent for more than one day, parents may request information regarding their homework assignments. In addition, when the student returns, parents should make sure to send in a note explaining the reason for absences. Although students may not be required to make up all work assigned during an illness, they will be accountable for its content when tested. Extended illness that is validated by a Health Care Provider with Prescriptive Authority will receive special consideration with administration approval.
- b. When family need/activity results in a student's absence, daily assignments may be excused at the discretion of the teacher. However, students will always be accountable for the material taught during their absence. Unless prior arrangements are made with the teacher, students will be expected to turn in required work and take any tests before the absence or on the first day they return to school. In order to make a prior arrangement, a Pre-Arranged Absence Form, including parent, teacher, student, and administrator signatures, must be filled out. The school office should be notified of these expected absences as soon as possible prior to the absence. Please understand that notification of less than a week will likely hinder teachers' ability to provide the necessary make-up work, and students may lose credit for the work completed during their absence. Ultimately it is the student's responsibility to secure her/his make up work from individual teachers, just as it is each teacher's responsibility to provide assignment and assessment information to the student before he/she leaves.

- c. Make up work: While missed work should be completed as early as possible to prevent falling behind, work missed due to an excused absence will be due no later than the following Monday, provided the student was at school on Friday (allowing the weekend for completion).
 - i. Missed Test: Pre-announced and scheduled tests which are missed due to an excused absence will be administered on the day the student returns to class. Students may be asked to take a sealed copy of the test home to be administered by the parents.
 - ii. Missed Quiz: Pop or unannounced quizzes missed due to an excused absence will be made up at the discretion of the teacher.
- d. Students absent due to school-related activities (field trips, sports, rehearsals) must contact each teacher prior to the scheduled event to submit assignments due, schedule makeup tests, or complete an Independent Study Form for makeup work. Students involved in school activities must not practice, compete or perform if they are too ill to attend school.
- e. Students who are on a school suspension may receive a 20% reduction on any assignments, quizzes, or tests due or completed on each day during the student's absence at the discretion of the principal.
- f. If a student "skips" class or school, (any unexcused absence), she/he will not receive any credit for required work.
- g. If a student is unable to participate in a class or classes due to absences of more than 15 days in a semester, she/he may be asked to attend summer school.
- h. TCA does not recommend that parents remove students from school for long trips, such as extended family vacations, camp experiences, mission trips, etc. during the school year. Those absences will negatively impact the student's academic experience at TCA, and they will count against the 15-day maximum for absences each semester. Whenever possible, please use scheduled breaks and summer vacation for these purposes. A student who accumulates excessive absences will lose credit or be required to complete an attendance contract for the semester.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a conference with parent/guardian, and development of an attendance plan. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Tardiness

It is the responsibility of parents to ensure that their child(ren) arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others.

Students must be in their assigned classrooms at the time the class is scheduled to begin, or they will be counted tardy. Parents/Students will receive three "free tardies" per grading period. These provide for family emergencies, traffic accidents, etc. that may delay morning car pools. Additional tardies, for whatever reason, may result in parent contact. The office will not attempt to distinguish "excused" or "unexcused" tardiness. Carpooling arrangements must be made to ensure students arrive at school with adequate time to be prepared for their first activity.

End of Year Absenteeism

If a student is absent from school at the end of the year and does not return for the last five (5) days of school AND the student has fifteen (15) or more absences in the semester, the student is considered withdrawn from The Classical Academy, effective the last day he/she attended classes (TCA Policy [JHB-Y-TCA](#)). Filling out a Prearranged Absence Form will not prevent the withdrawal from being processed.

SCHOOL ETIQUETTE

General Conduct

TCA places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others and towards the policies, procedures, and expectations of TCA. With this in mind, students are expected to demonstrate an attitude of respect for themselves, their peers, and adults, whether teachers, school staff, or visitors. In addition, respect for the property of TCA and others is expected.

Conduct and Behavior Expectations

TCA behavior expectations and policies are designed to help establish a safe environment, free from material and substantial disruptions for all students, parents, staff, and visitors. TCA expects that students will conduct themselves so as to comply with all school rules; learn and assume responsibility for their behavior; and obey the directives of school authorities. Repeated failure to follow rules or frequent displays of a poor attitude towards TCA transcend simple rules violations and become character issues of a serious nature.

1. Students are expected to show consideration for their teachers and their classmates at all times. Students are expected to cooperate using traditional standards of behavior and conversation. This includes referring to elders as “Ma’am” and “Sir,” especially when being corrected in any way. Respectful communication should occur if students have any questions regarding teachers’ instructions. There should be no talking back or arguing with teachers or other staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
2. Students are not to bring radios, mp3 players, or personal music players to school or to school functions except with special permission from a teacher or school administrator. Students may not use personal music players, Internet, CD players, and/or radios to listen to music while at school during normal school hours.
3. Public displays of affection are not permitted at school or school activities. Students, please remember that many of your peers do not want any physical contact, even from close friends, and these boundaries need to be respected. The TCA Board also expressed a strong desire to have teachers and administrators determine what is appropriate or not. This is very similar to the area of respect, where the staff member is the judge of whether disrespect has taken place. Students need to respond to adults with a high degree of respect, using “Yes, Ma’am” or “Yes, Sir” if they are corrected in this area of behavior, as with any other. Parents, we also need your strong support to maintain a “friendship culture.”
4. Students should eat or drink in designated areas only. Students should not take food or drink into the library, computer labs or science labs, and playgrounds. Students are not allowed to chew gum on campus at any time.
5. Students are expected to be aware of and avoid any off-limits areas of the buildings or grounds. This is especially true of any construction areas which are usually separated by various types of fencing or barriers.
6. Students may not create, distribute, display or otherwise introduce into the school environment any materials or clothing which are disruptive, or potentially disruptive, to the educational environment as determined by the school administrators; including but not limited to items that:
 - refer to or depict drug, tobacco, or alcohol
 - are obscene, profane, vulgar or defamatory in design or message
 - advocate drug use, violence, or disruptive behavior
 - threaten the safety or welfare of any person

Classroom Behavior

Students are expected to:

- Enter classrooms in an orderly manner.
- Get to their desks, be seated, and be quiet at the designated class start time.
- Pick up any trash around their desks and help to maintain a neat classroom environment.
- Refrain from throwing any objects in the classrooms.
- Leave the teacher's desk, chair, reference books, and white board undisturbed and untouched unless permission is given by the teacher.
- Keep their feet off desks and other furniture.
- Adjust blinds, rearrange desks, or open or close windows only with permission from the teacher.
- Honor the classroom environment and will refrain from:
 - passing notes or asking others to pass notes.
 - talking while the teacher or other students are talking.
 - working on other homework assignments during class until the teacher has completed the day's instruction, and until they have finished their current class' assigned work.

Code of Conduct- TCA Policy

Although the information in this section has been previously covered, TCA Code of Conduct ([JICDA-TCA](#)), the seriousness of these activities merits your close attention a second time.

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school or district buildings, on school or district grounds, in school or district vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of ASD20 Policy JICDE on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of TCA or ASD20 building policies or regulations.
10. Violation of ASD20 Policy [JICJ](#) on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.

11. Violation of ASD20 Policy [JICH](#) on alcohol use/drug use.
12. Violation of TCA Policy [ADC-TCA](#) on tobacco-free schools.
13. Violation of TCA Policy [AC-TCA](#) on sexual harassment.
14. Violation of TCA Policy [AC-TCA](#) on nondiscrimination.
15. Violation of TCA Policies [JICA-B-TCA](#), [JICA-E-TCA](#), and [JICA-S-TCA](#) on dresscode.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a school or district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students or school personnel.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
24. Violation of ASD20 Policy [JKD/JKE](#) on violent and aggressive behavior provisions within the suspension and expulsion policy.

DISCIPLINE

Philosophy/Policy

Taken from the same root word for disciple, discipline is established and maintained at TCA with the intent to "train" or "build into" the lives of students. For this reason the discipline procedures are often progressive in nature. TCA staff desire to be fair yet firm, concerned but not sentimental, and caring not just "doing our job."

TCA follows [ASD20 Policy JK](#) (Student Discipline). Effective pupil discipline is a major contributor to the creation of a positive and productive learning environment for all students. The prime objectives of the discipline program should be to:

1. Create and maintain within the school an environment that safeguards the rights and privilege of those students who are not subject to disciplinary action.
2. Create within the school an atmosphere of respect for all employees, volunteers, students, and parents; and
3. Assist students in the development of the ability to discipline themselves; and
4. Assist students in the development of behavior which is socially acceptable and respectful of others.

The vast majority of discipline problems are to be dealt with at the classroom level. Teachers regularly meet together to discuss standards and policy concerning discipline in order to maintain consistency. As in all other areas of education at TCA, caring and forgiveness will be an integral part of the discipline of a student.

Any student who consistently possesses and shares with others a negative attitude toward TCA, faculty, or fellow students may be called on to meet in a disciplinary council with parents and administration.

Physical Intervention

In dealing with disruptive students, any person employed by TCA may, within the scope of her/his employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To restrain a student from an act of wrongdoing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. For the preservation of order.

These types of reasonable and appropriate interventions do not constitute child abuse. In addition, state statute allows teachers to touch students if it is to appropriately give emotional support or show affection to a child.

Consequences for Breaking Rules/Laws

If a student violates the school rules or laws of the state or nation, he/she can be subject to discipline. Disciplinary actions encompass a variety of activities such as counseling, detention, suspension, and/or expulsion. The teacher/principal may use these or other actions as deemed appropriate to promote expected discipline standards within the school.

Classroom Consequences

Classroom consequences are given for the following behaviors:

1. Repeated disruptions of school classes or activities.

2. Disrespect shown towards others.
3. Failure to respect school boundaries.
4. Other infractions as needed.

Removal from the Classroom

Student behavior that interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities may result in removal from the classroom. If a teacher decides that removal is necessary, he/she will document the behavior leading up to the removal and send the student to the office. An available administrator will review the circumstances and determine appropriate consequences up to and including expulsion.

Administration Office Referrals

Generally, only major, serious, or repeat offenses are referred to the administration. All office referrals require the administration to contact the parents. The following are example behaviors that will lead to a disciplinary referral to the administration:

1. Disrespect/defiance shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Bullying, harassment, or discrimination of TCA students, staff or visitors. Harassment includes verbal or physical interactions as well as gestures or any other action intended to intimidate or threaten an individual.
3. Dishonesty in any situation while at school.
4. Rebellion, i.e. outright disobedience in response to instructions.
5. Hitting, fighting or inappropriate physical contact.
6. Obscene language or gestures. Students are expected to use wholesome language at all times.
7. Possession of a knife at school.
8. Repeated classroom and/or habitual disruption of the educational process.
9. Stealing: It is a serious violation of TCA philosophy and policy to take something that does not belong to you, regardless of value. Any student caught stealing will be subject to discipline by the school administration, including the possibility of expulsion. Included in any discipline will be a matter of restitution. Incidents of stealing will be handled on an individual basis, considering the prior behavior record of the involved student or students.
10. Vandalism: A student involved in willfully damaging school property may receive a three-day suspension. A second offense may result in a five-day suspension and consideration for expulsion. The student will also be responsible for paying the costs to repair the damage.
11. Truancy: A student who "skips" school (is absent without permission) at any time will be considered truant and will be issued an office referral.
12. Cheating: As exemplary citizens, TCA students are expected to maintain absolute integrity as members of the student body. All provable incidents of cheating will receive a zero for the paper, quiz, test, or assignment as well as an office referral. The following activities will not be tolerated at TCA:
 - Copying the homework/classroom work of another student.
 - Permitting a fellow student to copy homework or classroom work.
 - Copying from another student during a test, quiz, or assessment.
 - Looking at or possessing a copy of an assessment not yet taken.
 - Use of notes or "cheat sheet" during an assessment unless permitted by the teacher.
 - Plagiarism: Plagiarism is any instance, whether intentional or unintentional, where a student includes non-original material in their work without giving credit to the original

author. Both intentional and non-intentional plagiarism are considered a form of cheating and are subject to academic and disciplinary consequences.

13. Inappropriate network use.

Administrative Consequences

Generally, an elementary student receives discipline from the administration, which adheres to the following guidelines during the school year. However, some student actions of a dangerous or severely disruptive nature may result in suspension/consideration for expulsion for a first offense.

The first time a student is sent to the administration for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought. On the second visit parents are contacted as before, and administrator may assign an out-of-school suspension.

In the event of a third referral, the student may become subject to a longer out-of-school suspension. Should the student require subsequent office visits, further suspensions and/or expulsion may be imposed on the student.

In the case of five or more visits, students will continue to be eligible for suspension and, if the student is deemed to be a "habitual disrupter," may be subject to expulsion proceedings.

During the visit to the office, the Dean of Students/administrator will determine the nature of the discipline. The Dean of Students/administrator may require restitution, custodial work, parents' attendance during the school day with their child, or other measures consistent with TCA's philosophy which may be appropriate.

An additional consequence for an office referral applies to athletics and special programs. Receiving a disciplinary action may make the student ineligible to participate in the next activity or activities.

For student privacy reasons, individuals who are complainants or may be determined victims of misbehavior will typically not know the outcome or administrative conclusion of an investigation.

Serious Misconduct and Suspensions

Suspension from school is a serious step in the discipline procedure of TCA. It is used when other attempts to remediate a problem have been unsuccessful. Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense(s), and is usually from a half day to five days in duration. After three days of suspensions, any subsequent suspension will automatically result in consideration for expulsion. Any suspension requires parent contact with the administration prior to the student being allowed to return to classes.

If a student commits an act with such serious consequences that the administration deems it necessary, the office referral process may be bypassed and suspension or expulsion proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of TCA's policies. Furthermore, students may be subject to school discipline for serious misconduct which occurs outside normal school hours and/or outside school grounds.

Some violations are more serious than others and could result in suspension, expulsion or denial of admission. The list below includes some of the reasons a student may be suspended or expelled for:

1. Willful disobedience.
2. Willful destruction of property.
3. Behavior on or off school grounds that is detrimental to the welfare of other students or staff.
4. Being declared "habitually disruptive."

5. Repeated interference with the school's ability to provide services to students.
6. Commission of a robbery or of an assault.
7. Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy.
8. Violation of the ASD20's substance abuse policy.
9. Other serious or repetitive violations of school rules as determined by the Principals.
10. Violation of the ASD20 policy on immunizations.

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities—in which case the suspension can be up to 10 school days. The school president can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and—if necessary to the Board. In an appeal hearing evidence and argument may be presented on the student's behalf by the parents and/or the student.

Habitually disruptive students are a subsection of the above. A "habitually disruptive" student is defined as one who has been suspended on three or more occasions for disruptive behavior. The policy, which is based on state statute, may require that the student and her/his parents develop a "remedial behavior plan" after the second suspension. Often such a plan is created after the first suspension. When a student on a remedial behavior plan is suspended for the third time, the policy requires expulsion. Special education students with an Individualized Education Plan may only be expelled if their disruptive behavior is not related to their disability.

Expulsion

TCA will follow the ASD20 expulsion policies and procedures for expulsion. This policy JKD R/JKE R can be obtained [here](#).

STUDENT HEALTH & WELLNESS

Health

The health office is available to students who are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home.

Medications

Parents are expected to bring medications to school and leave them with health room personnel who will be administering the medications. For safety reasons, no medications will be sent home with students in elementary school. All medications kept at school, prescription and non-prescription, require the completion of a [Permission to Administer Medication Form](#). This Form must be signed by a parent and a physician with prescriptive authority. One form per medication is required. In addition, the medication must come in the original container with the student's name on it or the labeled prescription bottle. The form must include:

- Student's name
- Name of medication
- Amount of medication to be administered
- Time medication is to be administered
- Date medication is to be stopped
- Permission for the school to administer the medication
- For medications administered on an "as needed basis" the note must indicate the amount to be administered, the frequency, and the reason for giving the student the drug.

We feel that in fairness to those responsible for giving the medications, and for the safety of your child, *these policies must be followed strictly*. This is not meant to inconvenience you, but to ensure the health and well-being of all students. **NO MEDICATION** will be given if it comes in a baggie, plain bottle, envelope, etc. Medications will not be given unless accompanied by a completed Permission to Administer Medication Form.

Non-FDA approved substances

For all medications administered to students, nurses are accountable for knowing therapeutic effects, safe dosage, contraindications, and potential side effects. For this reason, nurses (or any TCA staff) will not administer non-FDA approved substances at school, including herbs, supplements, essential oils etc.

Wellness

Free or Reduced Lunch

Academy School District 20 [Policy EF](#) recognizes that students do best in school if they have eaten a nutritious and balanced meal. Academy District 20 participates in the National School Lunch Program that provides free or reduced price lunches to eligible students. The Board of Education adheres to the federal eligibility regulations, and the food service program meets all state and federal requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation, and safety. For more information, utilize the [ASD20 website](#).

School Wellness Policy

Academy School District 20 [Policy ADF](#) confirms the district's commitment to promoting children's health, well-being, and ability to learn by supporting healthy eating and physical activity. If a child's physical activity should be limited due to injury or illness, a parent or doctor note must accompany the student to school.

Marijuana

Per D20 [Policy JLCDB](#), a qualified student's primary caregiver may administer a permissible form of medical marijuana to a student only if:

- TCA has a written plan on file, signed by the school nurse;
- The designated area meets all the requirements outlined in D20 [Policy JLCDB](#); and
- After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall remove any remaining medical marijuana from the grounds of the school, district, school bus, or school-sponsored event.

School personnel shall not administer or hold medical marijuana in any form.

Student possession, use, distribution, sale, or being under the influence of marijuana inconsistent with D20 policy JLCDB may be considered a violation of D20 policy concerning drug and alcohol involvement by students, or other D20 or TCA policies, and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable district or TCA policy. Please contact a school nurse if you have any questions.

Child Abuse

NOTICE TO ALL PARENTS/GUARDIANS OF TCA STUDENTS: TCA is obligated by federal, state, and local laws to inform all parents/guardians of the following statutes concerning alleged child abuse and/or neglect:

1. By Law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to TCA and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;
2. Legally, TCA also needs to inform parents that any TCA employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the DHS immediately. Therefore, if a discussion between a TCA employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.

Pets on Campus

For safety and health reasons, animals, including leashed pets, may not be brought to the school grounds unless they are a registered service animal.

Hazardous Materials

TCA follows [ASD20 Policy EBAB](#) concerning asbestos and handling other hazardous materials. To comply with state and federal rules, TCA has an Asbestos Management Plan. If you wish to review the plan, please contact the TCA Chief Operating Officer at 488-6244.

RESPECT OF PROPERTY

Lockers

Lockers are for student convenience in the storage of school materials. Lockers are to be kept neat and orderly. Posters or decorations are permitted on the inside of the locker but must be attached with magnets or easily removable tape. Any posters or decorations must be appropriate for TCA. If students damage lockers beyond normal wear and tear, they will be liable for repair costs. Lockers are school property and the school has the right to open and inspect lockers at any time, including cutting off locks if needed.

Bicycles and Other Wheeled Items

Bicycles may be ridden to school by students attending third grade or higher. They must be parked in the racks provided and are not to be in the parking lot at any time during school hours. Once bikes are in the racks, they are not to be removed until the student is ready to go home. **Each student is responsible for locking her/his bike.** For safety and liability reasons, skateboards, scooters, shoes with wheels, and in-line/roller skates are not allowed on TCA campuses at any time, including when school is not in session.

Student Property

Students should not bring large amounts of money, cameras, electronic games, ear buds, music devices, toys, or smart watches etc. to school. At all times students are to keep track of glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the office for safekeeping. Do not keep valuable items in lockers. If any item becomes a distraction in the school setting, the student will be asked to keep the item in their backpack. Teachers and staff will determine if the item becomes a distraction.

Lost and Found

All coats, sweaters, etc. should be labeled with a last name and phone number in case they are lost. The Lost and Found will be located in a designated area on each campus. Items left in the Lost and Found will be given to a service organization on the last afternoon before all breaks or as space requires.

Telephones and Messages

Messages and deliveries from parents are to be left in the office in order to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Students are not to use the school's telephones without express prior permission from a TCA staff member.

Cell Phones

At the elementary level, student cell phones should not be brought to school. If a cell phone is at school, the expectation is for it to remain in the child's locker. Cell phones and other electronic devices cause significant disruptions to the learning environment. Students are to take responsibility for their cellphones if brought to school. Cell phones or other devices that are not kept in the student's locker are subject to confiscation. Cell phones or other electronic devices visible during the school day, without staff approval, will be confiscated. The student is responsible to pick up any confiscated item in the Office at the end of the day after 3:30 PM. TCA shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

TECHNOLOGY AND INTERNET USE - ASD20

Students may use the Internet only with expressed permission from parents. This document shall be applied in conjunction with ASD20 administrative policies.

Appropriate Use of Technology Resources for Students

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing your registration packet.

Introduction

Academy School District 20 (ASD20) is pleased to offer students access to district computers, communications systems¹, the Internet, student assessments and an array of technology resources to promote educational excellence. Electronic information research skills are now fundamental to preparation of citizens and future employees. Electronic collaboration tools such as blogs and wikis are also part of the digital landscape in which we teach and learn. The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Student assessments may be conducted using on-line resources and technologies such as the Internet. Blogs, wikis, and podcasts allow students to collaborate and share information electronically in ways that reflect the ways that people work together in the real world, and which promote digital citizenship and responsible use of technology. Privacy and security along with confidentiality of assessment responses are expected. While using district technology resources each student must act in an appropriate manner consistent with school and district policy as well as state and federal law. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district policies and honor this agreement to be permitted the use of technology. Unacceptable use of technology resources belonging to the school district, or accessed through school district equipment or networks, may result in one or more of the following consequences: suspension or cancellation of technology access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or civil or criminal liability under other applicable laws.

All digital storage is district property, and as such, network administrators may review files and communications. Students should not expect that network communications or files stored on district servers will be private.

Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. ASD20 does not condone or permit the use of this material and uses content filtering software to control access to the extent practical, and to comply with the Children's Internet Protection Act (CIPA). Content

filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material he/she should end access at once and notify the supervising adult.

In addition, some teachers use e-mail to communicate with their students. ASD20 does not provide student e-mail and blocks all web-based e-mail with the exception of those that can be filtered. While ASD20 does see the value of e-mail for educational use, we neither endorse nor encourage its use for any other purpose.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to, district computers, communications systems¹ and the Internet, must be used in a manner consistent with the educational mission and objectives of ASD20. *Activities that are permitted and encouraged include:*

- School work;
- District committee work;
- Original creation and presentation of academic work;
- Research on topics being studied in school;
- Research for opportunities outside of school related to community service, employment or further education.
- Publishing of student work online;
- Engaging in distance learning experiences;
- Completing online testing required for some courses (AP, language tests);
- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools;
- Engaging in electronic discussions with experts outside the classroom;
- Sharing or exchanging school-related files with students in or outside the classroom;
- Storing student work in My D20 Space for retrieval at home;
- Complete online/Internet based college or financial aid applications using district technology resources;
- Downloading educational videos, podcasts, simulations, or content, copyright restrictions permitting.

Activities that are not permitted when using district or personal technologies include but are not limited to:

- The use of encryption technology to encrypt files on the district file servers;
- The use or attempted use of Internet proxy servers for any purpose;
- Possessing key logging or other monitoring devices, software, or malicious code;
- Network monitoring or packet capturing;
- Voice over IP, (SKYPE, etc);
- Logging in or attempting to log in as another user, with or without their consent or knowledge;
- Using a computer that is already logged in with someone else's credentials;
- Computer vandalism, either physical or virtual;
- Storing music collections on district file servers;
- Loading any software on district computers;
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same;

- Configuring any district computer to join an Internet bit torrent or other like system;
- Enabling remote access to any district computer system;
- Attempting to defeat district filtering software in any way;
- Executing programs from removable media without prior approval by an authorized adult;
- Violating copyright through illegally downloading or using copyright protected material without permission.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

User Security

Student must not share their logins, passwords, or access with others. Student shall not login as other students or staff members, with or without their consent or knowledge.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedure and possible criminal prosecution. Any intentional act that requires repair or replacement on district technologies or data is also considered vandalism.

Reliability and Limitation of Liability

ASD20 makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. ASD20 will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. ASD20 specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold ASD20 harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

Parent Responsibility - Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or another remote location.

The administration and TCA Board of Directors reserve the right to modify this Handbook, as necessary, to promote the safe and efficient operation of TCA. Questions concerning this Handbook may be referred to the school office.