

# Parent-Student Handbook

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2023-2024

**Elementary Schools  
K-6<sup>th</sup> 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 [www.tcatitans.org](http://www.tcatitans.org)

## WEBSITE

[www.tcatitans.org](http://www.tcatitans.org)

## ABOUT THIS HANDBOOK

The Parent-Student Handbook is provided as a resource to The Classical Academy (TCA) parents, students, and staff. 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 the same as adults because the school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities, even possibly for actions that occur off-campus, on weekends or during the summer, if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school staff members and elected officials, and unlawful search and seizure, among other things.

This handbook informs you of your rights and your responsibilities as a TCA community member. It will help students be successful students and citizens in our school. Please read it carefully and ask questions of your principal, your assistant principal, or your teachers if you do not understand.

Together, as a team of parents, students, and staff, TCA pursues its 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.

Parents, students, and staff should read the entire handbook.

# 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 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 -1/2 Hour	1/2- 1 Hour

## 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	8:15 AM to 3:30 PM
AM Kindergarten	8:15 AM to 11:30 AM
PM Kindergarten	12:15 PM to 3:30 PM
Half Day DISMISSAL	12:15 PM
LATE START SCHEDULE	
Grades 1-6	10:15 AM to 3:30 PM
AM Kindergarten	10:15 AM to 12:30 PM
PM Kindergarten	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 go to <https://coloradosprings.gov/mountain-metro/page/schoolpool-0>.

## 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.

## **Sex Offender Notification**

Colorado Revised Statute §22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

<https://www.epcsheriffsoffice.com/services/sex-offenders-search> or

<https://coloradosprings.gov/police-department/page/sex-offender-information>. For additional information parents may also contact Academy District 20's Executive Director for Security at 719-234-1300.

## **Identification**

For the protection of all, all TCA community members (students, staff, and parents) must identify themselves when requested by school authorities: in the school building, on school grounds, on school transportation, or at school activities, including off-campus activities.

## **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**

If any parent/guardian has a court order that limits the rights of another parent/guardian in matters such as custody, records access, or visitation, please provide a copy to the school office or to the Registrar's office. Unless such a court order is on file with TCA, the school must provide equal rights to all guardians (See ASD20 [Policy KBBA](#)). Staff rely on Infinite Campus for guardianship information and to determine household arrangements. Notify the Registrar's office if any information including addresses, household members, or names have changed.

## **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.

## **Drug-Free and Alcohol- Free Campus**

TCA is a drug-free and alcohol-free school consistent with federal and state statutes. No staff, student, or member of the community is permitted to be in possession of any type of drugs, drug paraphernalia, alcohol, or other controlled substances when on school premises or at school activities. This includes but is not limited to any marijuana or medical marijuana products (regardless of CBD or THC levels), prescriptions, or items the student believes to be any such substance. It includes over-the-counter drugs for Grades K-8.

## **Tobacco-Free Campus**

TCA is a tobacco-free school consistent with federal and state statutes. Smoking, chewing, vaping, possession, or the any use of any tobacco product by staff, students, and members of the public is prohibited on all school property or at school activities. Students are not permitted to have any



tobacco products, including electronic cigarettes or vaping paraphernalia, at any school activities or on school property at any time. See [Policy ADC-TCA](#) for further definitions and violation consequences.

**Drug and Alcohol Involvement by Students (ASD20 [Policy JICH](#)):**

It shall be a violation of school policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school- sponsored events. Sharing any controlled substance, including prescription medication, is also a violation of school policy. In order to promote a healthy and safe learning environment, the school will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs, possess drug paraphernalia; or are under the influence of alcohol or drugs will be disciplined per ASD20 [Policy JICH](#) and [Policy JICH-R](#).

# 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 does not 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 Sports Events

For everyone's safety, all TCA Elementary students must be accompanied by an adult when attending a TCA Junior High or High School sports event. (An older sibling is not considered an adult.)

### Emergency Contact

At TCA, anyone listed as an emergency contact in Infinite Campus is approved to pick-up a student

after school (carpool) and may be contacted in an emergency if a parent/guardian cannot be reached and the student must be picked up from school.

### **Third-Party Consent for Release of Student Information**

TCA protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see Academy School District 20 [policy JRA/JRC](#)). If you wish to allow a third party (for example, a stepparent) access to personally identifiable information from your child's education records, please contact your principal to request a third-party consent form. The form gives the person access to all student records, including academic, behavior, and medical information. It does not give decision-making authority. (A power of attorney is needed to give decision-making authority.) One form is required for each student. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized form(s) to your principal. The permission will be effective at all TCA campuses until a parent/guardian revokes permission in writing and submits the revocation to the principal, or the student leaves TCA or graduates.

### **Student Fees**

If TCA has made a reasonable effort to obtain payment for student fees, the student still has unpaid fees, and the family is not on a payment plan, TCA may deny a student the privilege of participation in non-curricular activities. [Policy JQ-TCA](#)

### **Program Student Fees Assistance**

Through application to the Free and Reduced Meal program (FARM), certain school fees may be reduced or waived for families. Information regarding the program and applications is available at <https://www.asd20.org/nutrition-and-food-services/free-and-reduced/>. All TCA families are eligible to apply through the Academy District 20 program.

Please be sure to fill out the Release of Information form so the TCA Finance Department has the information and can apply it to your family's student fees as applicable.

The Free and Reduced Meals application deadline is Sept 30 each year. Beginning this year, if a family misses the application deadline, fees will no longer be adjusted retroactively. Moving forward, if a family qualifies for FARM but turns in their application after Sep 30, their fees will be reduced from that point on, but fees will not be adjusted that have already been paid.

For additional assistance with the payment of fees, contact the school principal.

# 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-TCA-E](#), is an essential distinctive of the TCA academic culture. Wearing uniforms impacts the school positively by:

- Fostering a distinct and positive “TCA Appearance.”
- Decreasing distractions.
- Increasing wardrobe equity.
- Supporting easy identification of visitors or strangers.
- Giving parents and student an opportunity to demonstrate mutual support of TCA’s core values and beliefs.
- Teaching student the importance of self-discipline and personal responsibility.
- Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

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. Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references. Any clothing that is obscene, profane vulgar or defamatory in design or message; refers to drugs, tobacco, or alcohol; advocates drug use, violence, or disruptive behavior; or threatens the safety or welfare of any person in not allowed.

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**

- Navy blue or khaki only; no corduroy, denim, or fabric that stretches allowed
- No visible logos, slits, holes or cargo pockets (all pockets should be internal, this includes back pockets)
- Not too tight (form-fitting) or overly loose (no low-riding of pants or shorts is allowed)
- Shorts will not be shorter than two inches above the knee and no longer than the top of the knee
- Pants/shorts may not be rolled to achieve proper length
- Specific garments prohibited include any “workout” or “yoga” stretch pants, “jeggings”, shorts, joggers, or leggings

### **Skirts/Skorts/Jumpers**

- TCA plaid\*, navy blue or khaki only; no polo, sweater, or corduroy allowed
- No visible logos, slits or holes
- Not too tight (form-fitting) or overly loose
- The length of all items will not be shorter than two inches above the knee

\*Attention: any TCA plaid item must be purchased from [Global Schoolwear](#) (Tommy Hilfiger) School code: CLAS03

### **Shirts/Blouses**

- Navy blue, light blue, forest green, red, or white long or short sleeved solid color polos
- White or light blue button up long or short sleeved solid color dress shirts or blouses
- No visible logos/applications, slits, or holes
- Not too tight, form-fitting, see-through, or overly loose
- Shirts and blouses must be tucked in, to a standard of neatness and modesty
- The longest sleeved shirt or blouse must be the top layer
- T-shirts worn as an undergarment must be white, if visible

### **Long-Sleeved Sweaters/Sweater Vests**

- Navy blue, forest green, red, or white
- Must be worn with a uniform shirt or turtleneck underneath, and the collar or turtleneck must show (the shirt underneath must be tucked)
- No hoods
- Sweaters should be plain with no embellishments or logos

### **Crewneck Sweatshirts/Fleece Jacket**

- Crewneck Sweatshirts in navy blue, forest green or red (must have approved TCA logo\*)
- Fleece Jacket full-zip in navy blue (must have approved TCA logo\*)
- Must be worn with a uniform shirt or turtleneck underneath, and the collar or turtleneck must show (the shirt underneath must be tucked)
- No other sweatshirts or jackets are permitted (refer to exception under Friday wear)

\*Attention: any TCA logo item must be purchased through the school or from [Global Schoolwear](#) (Tommy Hilfiger) School code: CLAS03

## **Footwear**

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

## **Socks/Tights**

- 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, grey, red, navy, forest green, black, or brown, solid color only, without a design or pattern

## **Belts**

- Must be worn with all shorts and pants
- May not have spikes or metal protrusions
- 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

## **Additional Dress and Appearance Guidelines:**

### **Hair**

- All students shall maintain their hair in a clean, well-groomed, neat, and trim manner
- A student's hair shall be worn in a manner that is not in the student's eyes
- Hats or baseball caps may not be worn during the school day

### **Jewelry/Piercing/Watches/Tattoos/Make Up**

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

### **Denim Day Guidelines**

- All denim must be blue, free from tears, slits, frayed edges, or holes and follow general guidelines of neatness and modesty
- No stretch denim/jeggings
- Students may always wear an approved uniform instead of denim items

### **Dress-Up Day Guidelines**

- Clothing for this day must be uniform or dressier
- Students must follow the TCA guidelines for proper fit and modesty
- Spaghetti straps are not permitted
- Denim is never considered "dressy"

### **Two-Hour Weather Delay**

- Students may wear denim on days with a two-hour delay

### **School Pictures**

- Students will be required to wear their uniforms for school pictures

# 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, tattle-tale, ‘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 See 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 Officer/Title IX Coordinator  
975 Stout Road- Room 3422  
Colorado Springs, CO 80921  
[cbirkey1@asd20.org](mailto:cbirkey1@asd20.org)  
719-488-3422



## **Right to Free Expression**

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, in compliance with attendance rules and procedures as well as building regulations.

## **Right to Individual Dignity**

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, gender, sexual orientation, social status, religion, age, need for special education services or any other protected class. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. TCA is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents. TCA does not tolerate harassment or bullying in schools, at school activities or on school transportation.

## **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 Compliance and Nondiscrimination Specialist/Title IX Coordinator.

## **Right Not to be Bullied**

Bullying is the use of coercion or intimidation to obtain control over another person or to cause

physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, the need for special education services, or any other protected class, whether such characteristic(s) is actual or perceived.

### **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.

### **Family Educational Rights and Privacy Act (FERPA) (ASD20 Policy [JRA/JRC](#)), Notification of Rights**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school registrar a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If a parent requests to review the content of student education records, a fee of \$.25 per page may apply. (ASD20 [Policy JRA/JRC R](#))
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by TCA or the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health, and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members

and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the TCA or the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

#### **FERPA Notice for Directory Information (ASD20 Policy [JRA/JRC](#)):**

FERPA requires that TCA and the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, TCA and the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. (To begin the process, please contact the TCA Registrar at [TCARegistrar@asd20.org](mailto:TCARegistrar@asd20.org).) 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. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, show 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 or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

#### **Right to Privacy in Your Student Records**

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:

- ASD20 [Policy JRA/JRC](#) - Student Records/Release of Information on Students
- ASD20 [Policy JRA/JRC E 1](#) - Student Records/Release of Information on Students
- ASD20 [Policy JRA/JRC E2](#) - Opt-out Form for Disclosure of Information to Military Recruiters
- ASD20 [Policy JRA/JRC R](#) - Student Records/Release of Information on Students Procedure

#### **Annual Nondiscrimination Notice**

The Classical Academy (TCA) is committed to a policy of nondiscrimination. Respect for the dignity and worth of each individual shall be paramount. Accordingly, we have a "no tolerance" policy with respect to acts of discrimination or harassment. All TCA educational programs, activities, and

employment opportunities offered by the school are offered without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. With respect to employment practices, TCA does not discriminate on the basis of age.

Protecting against and not tolerating discrimination and harassment is consistent with TCA's Core Values and our Creed, which states that "Titans love, respect, and protect one another. Striving to be our best, do our best, and give our best to the world." Policy AC-TCA: Nondiscrimination and Equal Opportunity was recently updated and is available by clicking [here](#). This policy outlines the procedures on how students, parents, staff, and the community may file complaints and how TCA will work to resolve all complaints.

The Classical Academy is committed to conducting prompt investigations. Any students or staff found to have engaged in any type of discrimination or harassment will be disciplined, and if circumstances warrant, suspension or expulsion of students may result. Consequences of discrimination for employees may include, but are not limited to, termination of employment. Let's work together to prevent all types of discrimination and harassment.

Any student, staff member, or parent should report any discrimination or harassment, including any Title IX, Section 504, or ADA complaints, to any TCA principal, counselor, or the following liaison:

Cheryl Birkey  
Compliance Officer/Title IX Coordinator  
975 Stout Road, Room 3422  
Colorado Springs, CO 80921  
719-488-3422  
[cbirkey1@asd20.org](mailto:cbirkey1@asd20.org)

We Are Titans!

Respectfully,  
Dr. Robert Thomason  
TCA President

# 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.

## Assessments ([Policy IKA-TCA](#))

State and federal laws require TCA students to take standardized assessments in the instructional areas of English language arts, math, and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, TCA shall not prohibit the student from participating in an activity, or receiving any other form of reward, that TCA provides to students for participating in the state assessment.

## 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>
K-4	0 - 1/2 Hour
5,6	1/2 - 1 Hour

### **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**

There are no student-led clubs at the elementary level.

### **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 overall collection includes classic literature, select current titles, and non-fiction titles for reading enjoyment. Librarians teach scheduled instruction to classes and individuals during the school day and have some

open time depending on the daily schedule. The library staff gladly provides research instruction or reading suggestions to parents. Students in 5th and 6th grades are asked to obtain a public library card as part of their school supplies. Each campus library welcomes students attending that campus to utilize the library. Cottage School students are asked to use the East Elementary library. Student “walk-ins” may need a library pass from their teacher. The libraries are open before and after school for a short amount of time. For specific library hours, please refer to the library webpage on the TCA website as hours vary by campus.

#### Elementary Student Library Policies:

- Students are responsible for returning items by their due date.
- Students check out limits vary by grade and campus. Patrons with overdue books may be limited and/or unable to check out additional titles until overdue items are returned. Please see your campus librarian for details. Books may be renewed if they are not on hold for another patron.
- 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. Damaged book fines are non-refundable. If a lost or damaged fine is assessed, the patron account will be suspended from checkout until the fine is satisfied.
- 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 full week of school.
- The library distributes printed overdue notices to students through their classroom teacher on a routine schedule determined by the librarian.
- Any patron whose book(s) is greater than 60 school days overdue will be charged a Lost Book Fine which is the total replacement cost of the book as shown in the library catalog. Before the fine is assessed, parent(s) of the patron will receive a minimum of two emails sent through Infinite Campus detailing the overdue item(s) and the pending Lost Book Fine(s). Librarians have discretion in fine assessment.
- If a patron pays a fine BEFORE the 60-day deadline, subsequently finds the book AND the book is returned in good condition within 7 calendar days of the fine payment, a fine refund will be requested through the TCA Finance Office.
- Fines are posted in 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 accept credit/debit cards. Please make checks payable to TCA or The Classical Academy.
- Monies collected from lost or damaged books will be used for the replacement of the same title or a comparable title. The decision about what to purchase will be made by the library staff.
- Library books are purchased with library bindings and are pre-processed with labels, covers and cataloging records. Consequently, replacement titles will be purchased by the library to ensure equivalent replacements. Please do NOT purchase a replacement book as we may not accept them in lieu of payment.
- The library staff may 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, the fine from PPLD will be passed along to the student.

# ATTENDANCE

TCA follows [ASD20 Policy JE Student Attendance](#) , [ASD20 Policy JH Student Absences and Excuses](#), and [JHB-TCA](#)

## State of Colorado Resident

Any student enrolled in any TCA program must be a resident of Colorado. Pursuant to 1 CCR 301-71-8.06, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon enrollment and annually thereafter, for all students enrolled in online schools and/or programs. Colorado residency is determined by the student and parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes.

## 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 (excused or unexcused) 10% of the semester, or approximately 10 days, risks not receiving a grade for the semester or may be asked to attend summer school. If absences significantly impact academics, students may be retained in their current grade level.

- 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.

### **Extended Absences**

If a student is going to be absent for more than two (2) weeks, parents/guardians need to notify the school principal.

### **Chronically Absent/Habitually Truant**

Four days in one month or 10 days of unexcused absences during any school year constitutes habitually truant. 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.

# 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 [JICI](#) 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-TCA-B](#), [JICA-TCA-E](#), and [JICA-TCA-S](#) on dress code.
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

Per [ASD20 policy JKA](#), any person employed by TCA, within the scope of her/his duties may use reasonable and appropriate physical intervention with a student that does not constitute restraint to accomplish the following:

1. To quell a disturbance threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property, which could lead to physical injury to the student or others.

These types of reasonable and appropriate interventions do not constitute child abuse.

## 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.

## Disciplinary Removal from Classroom

It is TCA's policy to maintain classrooms in which student behavior does not interfere with the ability of the teacher or a staff member to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the District or TCA and any other appropriate classroom rules of behavior established by the teacher or licensed staff member, and approved by the building principal, for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary removal.

Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers and licensed staff members are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

Students may be removed from a classroom if the code of conduct is violated, the student is dangerous, unruly, or disruptive; or seriously interferes with the ability of the teacher to teach the class or of the students to learn. Removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory, or inconsistent manner. For further information, see [Policy JKBA-TCA](#) and [Policy JKBA-TCA-R](#).

## 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, volunteer, or school visitor. The school administrator 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, weapon, or facsimile at school.
8. Possession, use or distribution of alcohol or drugs at school.
9. Repeated classroom and/or habitual disruption of the educational process.
10. 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.
11. 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.
12. Truancy: A student who "skips" school (is absent without permission) at any time will be considered

truant and will be issued an office referral.

13. 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.

14. Inappropriate network use.

15. Violation of school dress code.

### **Suspension and Expulsion (ASD20 [Policy JKD/JKE](#))**

TCA shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

The following are grounds for suspension or expulsion under state law and/or District/TCA policy:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative [policy JK](#) and its accompanying administrative procedure.
  - a. For purposes of this paragraph, “habitually disruptive student” means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive



student.”

5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  - a. Possession of a dangerous weapon without the authorization of the school or the school district;
  - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
  - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the District's policy on drug and alcohol involvement by students, [JICH](#), as outlined in that policy and [accompanying administrative procedure](#).
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative [Policy JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

For expulsions, TCA will follow ASD20 [Policy JKD/JKE](#) and [Policy JKD-R/JKE-R](#), with a TCA principal or assistant principal recommending expulsion to the TCA President. There is a process available for the student or the student’s parents to request a hearing from the TCA President and submit an appeal to the TCA Board of Directors.

# 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.

## 504/ADA

The Classical Academy welcomes students with disabilities into all programs. In accordance with Section 504 and ADA policies and procedures, we work collaboratively with families during our application process to determine whether a student applicant is a student with a disability and, if so, whether the student needs appropriate accommodations and/or services. Once those accommodations and/or services are determined, in accordance with applicable policy and law, we ensure the appropriate meeting takes place to determine whether and how the student can be appropriately accommodated and served to access our programs.

## Homeless Students Notification

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. This includes a loss of housing due to a fire, flood, a parent's separation or divorce, or other economic hardship. For more information about services for homeless students, refer to administrative [policy JFABD](#) or contact Director of Student Support Services, a TCA principal, counselor, or the ASD20 Homeless Liaison Coordinator Aubrey Ranson at 719-234-1362.

## 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 prescription medications kept at school, 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.
- Physician's signatures are no longer required for over the counter (OTC) medications at the campus nurse's discretion, but a parent's signature will be required.

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. If you have any questions, contact Kristen Law ([klaw@asd20.org](mailto:klaw@asd20.org)).

## Administration of Medical Marijuana

Administration of medical marijuana to qualified students may be completed on school campus only by

primary caregiver and in complete compliance with ASD20 [Policy JLCDB](#) and [Policy JLCDB-E](#).

No student is permitted to possess any type of marijuana, medical marijuana products (regardless of CBD or THC levels), or items the student believes to be any such substance at school activities or on school property at any time. Any such possession will be disciplined per ASD20 [Policy JICH](#) and [Policy JICH-R](#).

## **Mobility Aids**

All students who return to school with a cast or crutches must have a doctor's note which includes the following:

- Date of visit, diagnosis, doctor/provider's signature, and stamp
- Any restrictions (P.E., sports, recess, weight-bearing, stairs, etc.)
- Date(s) of restrictions
- For crutches, doctor/provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches

## **Colorado Department of Public Health and Environment Vaccine Requirements**

### **Required and recommended vaccines**

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless a certificate of exemption is filed. For more information, visit [cdphe.colorado.gov/school](http://cdphe.colorado.gov/school) required vaccines. Your student must be vaccinated against:
  - Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
  - Hepatitis B (HepB)
  - Measles, mumps and rubella (MMR)
  - Polio (IPV)
  - Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules at [cdc.gov/vaccines/schedules/parents-adults/resources-parents.html](http://cdc.gov/vaccines/schedules/parents-adults/resources-parents.html).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

### **Exclusion from school**

- Immunization records or exemption forms must be submitted to TCA prior to the start of the school year or your student may be excluded from school if your school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

### **Have questions?**

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [SpreadTheVaxFacts.com](http://SpreadTheVaxFacts.com), [ImmunizeForGood.com](http://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](http://cdphe.colorado.gov/immunization-education).

## Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at [cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency).

## Vaccination records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit [COVaxRecords.org](https://COVaxRecords.org) for more information.

## Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a *Certificate of Nonmedical Exemption* to your school.
- Nonmedical exemptions must be submitted annually at every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). There are two ways to file a nonmedical exemption.
  - File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
  - File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.

*Downloadable certificates and our online education module are available at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions).*

## Immunizations

Please contact your School Nurse or Health Office if you have questions regarding immunizations.

## 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

### Healthy School Meals for All

[Colorado Healthy School Meals for All program](#) will begin in the 2023-24 school year.

- ASD20 and TCA have opted into the Healthy School Meals for All program for the 2023-24 school year.
- Starting in August 2023, all students will have access to reimbursable lunch school meals at their school at no cost.
- A la carte purchases and the cost to double a meal will continue to be offered for a fee. These purchases will be charged to the student's meal account, or the student may pay for the food items with cash.
- Sodexo will no longer be offering credit to students (since one meal is free). Students must have money in their account if they want to buy a second meal or an a la carte item.

Qualifying families should still submit applications for Free or Reduced Meal status, including the

Release of Information form, to qualify for fee reductions for athletics, activities, and course fees.

### **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.

### **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.

#### **Service Animals**

In accordance with law, individuals with disabilities, including students, employees, and visitors, may be accompanied by service animals in The Classical Academy (TCA) facilities and vehicles, on TCA's grounds and at TCA functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any TCA facility or vehicle, on TCA grounds or at TCA functions. For further information, consult ASD20 [Policy EJ](#) and [Policy EJ-R](#).

### **Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification**

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, TCA has asbestos management plans available for review at the TCA North Campus, 975 Stout Road, Colorado Springs, CO 80921. Contact the Safety Officer/Risk Manager with any questions. Telephone: 719-488-6231.

# 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.

## Digital Health/Cell Phones

At the elementary level, student cell phones or smart watches should not be brought to school. If a cell phone or smart watch is at school, students will need to secure them (i.e., powered off in their lockers, backpacks, or bags) during the school day. Students shall not access their phones upon arrival until the student's day is over. This is to include any use in classrooms as an instructional tool. Students are not allowed to use smart watches in elementary. Administrators will take a graduated disciplinary approach to violations as outlined in [Policy JICJ-TCA-R](#). The medical exemption procedure is outlined in Policy [JICJ-TCA-E-1](#). TCA shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

## Camera Usage on Campus

Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Use of cameras

to record all or part of any school sponsored event, including classroom instruction, is permissible only with the approval of the applicable supervising staff member.

### **Earbuds or Headphone Usage**

Earbud or headphone usage will not be permitted during school hours, in classrooms, the lunchroom, or in school hallways. Students may use headphones or ear buds only before or after school.

# 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 systems<sup>1</sup>, 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 systems, 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.**