Welcome to Colorado Academy!

If you are new to CA, becoming familiar with the school’s procedures may seem like a big task; this is a very active community of more than 970 students and their families who participate annually in more than 1,000 Parent Association and parent education events, athletic competitions, recitals, performances, and demonstrations of learning. As you will find, it is the vibrancy and activity of CA that captures your attention and keeps you engaged year after year, whether you are a student, parent, past parent, or alumni.

This handbook includes information for all three divisions in one document and some revisions from previous years. Please take time to read the Handbook carefully and keep it accessible throughout the year. In addition, each principal posts a divisional guide designed to answer more age-specific questions.

We look forward to working in concert with families for the benefit and education of CA’s students. If you have any questions about policies and procedures, please be in touch with us. We look forward to a safe, productive, and successful year!

*Mike Davis, Ph.D.*
Head of School
*Colorado Academy*
Purpose of This Handbook

This Handbook outlines expectations, policies, and procedures for students and parents at Colorado Academy. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with this information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoiding confusion and misunderstandings when questions arise. In addition to this Handbook, each divisional principal posts an online guide to commonly asked questions.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any modifications or amendments are made to this Handbook, a copy of those changes will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook for the duration of that student’s enrollment. In addition, even after the student turns 18, the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student’s parents/legal guardians throughout the student’s enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the division Principal.

Should you not find the information either in the Student/Parent Handbook or the companion division-specific Supplements, please contact division principals for additional support or clarification.

Handbook Organization

The Handbook has been divided into seven sections:

I. Mission & Philosophy
II. Program: Policies, Procedures & Guidelines
III. Students: Policies & Expectations
IV. Students: Health & Wellness, Mental Health, Academic Support and Other Services
V. Parents: Policies & Expectations
VI. Student Discipline: Policies & Procedures
VII. Students: Risk Management, Safety & Security

Because each school division – Upper, Middle and Lower school – is tailored to meet the developmental needs of the students being taught, policies and procedures in some cases are division-specific.

While we encourage all families and students to read this document in its entirety, we have tried to make it easy for you to find specific information. By clicking on the index topic of interest, you can move swiftly to the desired passage and back again to the index.
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I. Mission Statement, Philosophy, Memberships & Policy

A. Colorado Academy Mission Statement

A dynamic liberal arts and sciences program that challenges students ethically, academically, artistically, and athletically creates the foundation of Colorado Academy. Teachers, students, parents, and staff foster trusting and respectful relationships, enhancing our thriving school family. Students pursue excellence and seek to become life-long learners and contributors in our local and international communities.

B. Colorado Academy Philosophy

- The School balances challenge and demand with support and encouragement. In a nurturing environment, we endeavor to cultivate in each student the confidence to experiment, think independently, and work cooperatively with others.
- The School promotes intellectual excitement and inspires students to develop inquisitive and self-directed minds.
- Students are encouraged to acquire tools to discover, analyze, and interpret the world.
- The School encourages students to become reflective citizens concerned with local and global physical, social, cultural, and political environments.
- The School’s curriculum and admission philosophy is designed to foster an understanding of and a respect for people of diverse backgrounds and cultures.
- The School’s balanced liberal arts and sciences program and emphasis on character development is designed to prepare students to be successful in colleges and universities commensurate with their interests and abilities.
- The School strives to develop students’ abilities and their desire to educate themselves beyond the limits of their formal education and encourages them to view learning as a life-long endeavor.

C. Colorado Academy Accreditation and Memberships

Colorado Academy is accredited by the Association of Colorado Independent Schools. CA is a member in good standing of the National Association of Independent Schools. CA is part of INDEX, a collaborative group of independent schools who share data, analysis and research for the purpose of policy development and strategic planning.

D. Colorado Academy Non-Discrimination Policy

Colorado Academy does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, gender, sexual orientation, gender identity, military service, or other protected status.
II. Programs: Policies, Procedures & Guidelines

A. Academic Overview and Academic Expectations

1. Expectations for Lower School Continuation

Students are expected to complete the academic expectations for each grade level in a satisfactory manner. Although letter grades are not used until the very end of Lower School, student progress is reported through teacher narrative and skill and habit checklists. Students in Pre-K through 5 receive instruction in Language Arts, Math, Social Studies, Science, Spanish (K-5), Visual Arts, Athletics, Technology and Library skills. Students must abide by all school rules and policies and remain in good standing.

2. Expectations for Middle School Continuation

Students are expected to successfully complete all classes with a passing grade (earning a C- or better). Students are expected to take a full load each trimester (English/Language Arts, Math, Social Studies, Science and Global Languages plus Visual Arts and Athletics). Students must abide by all school rules and policies and remain in good standing.

3. Upper School Academic Credit For Graduation

The expected course load for students in the Upper School is five academic classes per trimester plus Arts and Athletics. Students wishing to take six academic courses, not including Art, or who wish to take four AP classes, must petition to do so. Students must abide by all school rules and policies and remain in good standing.

<table>
<thead>
<tr>
<th>Upper School Academic Requirements:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Athletics</td>
<td>6 trimesters (two trimesters required each of first 2 years; 1 trimester required in each of the last 2 years)</td>
</tr>
<tr>
<td>English</td>
<td>4 years (required each year in Upper School)</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>6 trimesters; At least 1 trimester must be taken each year in Upper School, even if 6 trimesters are completed early.</td>
</tr>
<tr>
<td>Global Languages</td>
<td>3 years of the same Global Languages in Upper School</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 years (4 recommended)</td>
</tr>
<tr>
<td>Science</td>
<td>3 years (1 year of Biology, 1 year of Chemistry, and 1 year of Electives)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 years (1 year Global Perspectives, 1 year U.S. History, 1 year of European History)</td>
</tr>
<tr>
<td>Computer Science/Engineering &amp; Design</td>
<td>2 trimesters of courses which include coding, fabrication, or innovation. See Curriculum Guide for more detail.</td>
</tr>
<tr>
<td>Academic Electives</td>
<td>In addition to the departmental requirements specified, students are encouraged to earn units of academic credit by taking academic courses of their choice.</td>
</tr>
<tr>
<td>SUMMARY</td>
<td>18 ACADEMIC CREDITS</td>
</tr>
<tr>
<td></td>
<td>6 TRIMESTERS VISUAL AND PERFORMING ARTS</td>
</tr>
<tr>
<td></td>
<td>6 TRIMESTERS ATHLETICS</td>
</tr>
</tbody>
</table>
a. Upper School Pass/Fail Credit

Pass/Fail status requires that the student fulfill all the requirements of the course, but receive a Pass/Fail grade on the transcript. A passing grade is an average in the course of 60% or better. No student may take a course on a Pass/Fail basis as a fifth course without approval. For further information, please refer to the Upper School Curriculum Guide.

Upon successful completion of each trimester of academic class enrollment, one-third credit is awarded. A student passes a course if a grade of D- or higher is earned. No credit is awarded in any class for which a student has previously earned credit.

b. Upper School Course Audit

In the Upper School, students may elect or be asked to audit a course in particular circumstances, such as when they need more preparation before advancing to the next course level or when, for approved reasons, they are not able to attend the class on a daily basis. No further academic credit will be assigned. The pertinent faculty member, in consultation with the Principal and grade-level dean, will prescribe the requirements.

c. Upper School Independent Study

The purpose of Independent Study is to afford students, usually in the senior year, the opportunity to pursue a course of study on a topic of particular interest that supports their overall academic program. Independent Study courses are meant to enhance, not substitute for, regularly scheduled academic courses. Accordingly, we do not offer independent study in a course that is offered in the Upper School curriculum. In most cases, the Independent Study should be a sixth course, not an alternative to a fifth course. Students should discuss Independent Study ideas with faculty in the appropriate academic department. They should identify a faculty sponsor with the expertise, interest, and time to support and supervise their study. Faculty are usually pleased, but are not obligated, to supervise Independent Study. Then, students submit the Independent Study proposal to the relevant department head for the department’s review. The Upper School Principal grants final approval. Grades and credit for Independent Study appear on students’ transcripts. Independent Study forms are available from the Registrar.

d. Waivers

1. Lower School

In the Lower School, because the program is ungraded, students are required to participate in all subjects.

2. Middle School

In the Middle School, the required student course load is five academic courses (Social Studies, Math, Science, English, Global Languages) plus Arts and Athletics. The determination to grant a fifth course waiver will be made by appropriate School personnel who may include any or all of the following: the Principal, faculty, the student’s advisor, and the School Counselor.

3. Upper School

In the Upper School, the required student course load is five academic courses (History, Math, Science, English, Global Languages). Beginning with the Class of 2019,
students must earn two (2) trimester credits during their Upper School career from courses that meet the school’s Computer Science/Engineering & Design designation. *Please see the Upper School Curriculum Guide for details.* In addition, the student must be enrolled in Arts and Athletics to complete graduation requirements. In some situations, a student may need a reduced academic schedule. The determination to grant a fifth course waiver will be made by appropriate School personnel who may include any or all of the following: the Principal, faculty, the student’s advisor, and the School Counselor. In such cases, a student would be required to take four academic courses plus a full year of Arts courses.

e. **Athletics Waiver**

An Athletic Waiver may be requested by those students who are medically excused from participation in Athletics (physician’s statement required). Students who receive an Athletic Waiver are required, where feasible, to manage a competitive team for two seasons. Arrangements for managing should be made through the Athletic Director.

f. **Independent Sports Credit**

CA offers Independent Sports Credit, with a maximum of one trimester in any single school year. The credit will be granted only for activities not already offered in that particular season by CA’s Athletics Department. That is, student-athletes will not receive credit for playing on club teams when CA offers the same sport or activity during a concurrent season, nor will CA offer credit for a student-athlete in a sport that CA offers if that student doesn’t play on the CA team. Six of ten hours per week must be taken Monday-Thursday with direct supervision by a sport/activity-specific coach who must submit a participation grade at the end of the trimester. An activity that demands only weekend hours does not qualify for independent credit. *Please see Upper School Athletics on the website for a copy of the Independent Sports Petition Form.*

g. **Academic Warning, Probation, and Dismissal**

The School reserves the right to dismiss a student from enrollment at any time if, in the sole judgment of the School, that student’s industry, progress, conduct, or influence, on or off campus is not in keeping with Colorado Academy’s standards and objectives. Additionally, the School reserves the right to dismiss a student from enrollment at any time if, in the sole judgment of the School, the parent(s) or guardian(s) fail to abide by the standards of conduct, policies, rules, and regulations of Colorado Academy currently in effect or hereafter promulgated, or with the conditions of enrollment (including, without limitation, the terms of CA’s enrollment contract and the policies described in this Student/Parent Handbook).

1. **Lower School**

In the Lower School, student progress is assessed individually. Effort is made to keep parents informed if there is an academic performance issue that may affect success in or continuation to the next grade. Assessment is holistic, taking into account academic performance, social functioning, and psychological well-being, as well as the projected match between the next year’s expectations and the child’s needs and skill set. If a student’s lack of progress reaches a level of concern, the Principal and Lower School Counselor will initiate a conference with the parents about possible testing and remediation. We support students throughout Lower School, but in rare instances, the School may suggest that an alternative educational setting would be in the child’s
best interest. Decisions are typically made in January regarding holding a contract pending behavioral or academic improvement, but a decision to dismiss a student for academic, social, or disciplinary reasons may be made at any time.

2. Middle School

In the Middle School, student progress is assessed individually. Effort is made to keep parents informed if there is an academic performance issue that may affect success in or continuation to the next grade. Assessment is holistic, taking into account academic performance, social functioning, and psychological well-being as well as the projected match between the next year’s expectations and the child’s needs and skill set. The School may choose to issue an academic or behavioral warning or place a student on academic or behavioral probation as part of a counseling process, but these steps are not required in advance of dismissing a student. Decisions are typically made in January regarding withholding a contract and a decision to dismiss a student for academic, social, or disciplinary reasons may be made at any time.

3. Upper School

**Academic Probation**

In the Upper School, a student is automatically placed on academic probation if her/his grade point average (GPA) falls below 1.67 at the end of any trimester. In cases of academic probation, significant action is taken by the School, which may include frequent progress reports, meetings with the student’s parents/guardians, and strategy sessions with teachers.

**Academic Warning**

In the Upper School, in order to better serve students who are struggling academically, any student with two or more grades of C- or below at the end of any trimester will be put on academic warning for the following trimester. The usual remedies in this circumstance will include one mandatory study hall, regular progress reports from all teachers to the parents/guardians during the trimester, and regular contact with parents/guardians by the student’s advisor.

**Academic Concern**

This is designed to call attention to a student about whom a teacher or advisor may have questions in an individual class or in several classes. For example, if a student slips a letter grade or more from one trimester to another in a given class, is slipping more than one letter grade during a trimester, or consistently behaves in ways detrimental to a positive learning environment, he or she may be placed in the “academic concern” category. Other indicators of concern may include lack of effort, and poor attitude and attendance. There is no grade or GPA designation for this category, and the criteria may be different for individual students depending upon specific factors germane to that student’s academic situation. Students in this category may be assigned study halls, tutorials, or other measures deemed appropriate by the Principal, Dean, and advisor.

Any student who is on academic probation, academic warning or academic concern for two trimesters in a row will be encouraged to consider other high school options, and/or may be dismissed from Colorado Academy.
B. School Procedures and Services

1. Arrival and Departure

Please remember that the safety of all students is of utmost importance as you drive on campus. Use of cell phones or other electronic devices while driving on campus is not permitted. Please be alert, patient, and courteous. Respect the directions of Security Staff and Operations personnel who direct traffic on campus. The campus speed limit is 10 mph. Please park only in visitor-designated spots.

a. Lower School Morning Arrival

The Lower School remains locked until 7:50 a.m. Students may begin arrive in the Lower School any time after 7:50 a.m. Many adults are in the Lower School building from 7:50 a.m. on, and are available to assist students should the need arise. There is not, however, any formal supervision of students until the 8:05 a.m. bell. Teachers may not be in their classrooms during this time and, if they are, are likely to be involved in preparation and set-up activities for the day. Students who are in the building during this time need to know that the same rules of appropriate behavior apply as during School hours. Similarly, students may play on the playground only if a School adult is actively supervising them. They are expected to follow the rules of safety and courtesy that their teachers would expect of them during a classroom recess. Students who arrive on School grounds before 7:50 a.m. should report to the Before-School Care program.

b. Lower School Drop-Off Procedure

The carpool circle on the east side of the Lower School is reserved for dropping off/picking up Kindergarteners, first graders and their older siblings. Parents needing to drop off or pick up a K-1 student (or a K-1 and an older sibling) will stay in the middle lane, turn the corner and move over to the carpool circle. Once those children are safely on the sidewalk or in your car, move out and around the rotary to exit the campus. Second through fifth graders who do not have younger siblings in school at CA will be dropped off/picked up along the north side of the Lower School playground.

Then cars will move into the center lane, follow around the curve, staying in the middle lane, and move to the rotary to exit the campus. At no time should a U-turn be made.

c. Lower School Afternoon Departure

Children who do not go home on the bus are expected to be picked up promptly – by 3:40 p.m. at the latest. Students may not wait in the building after that time for their parents, or at any time in other areas away from supervision. Children may play on the Lower School playground after 3:40 p.m. only if a School adult is actively supervising them. The School has an After-School program available, and students that are still on the grounds at 3:40 p.m. will be taken to the After-School Program. Parents will be billed in accordance with the After-School Program rates. If you find you will be unavoidably detained, please call the Lower School Office as early as possible so that we can notify the student. With the exception of scheduled extracurricular programs, the Lower School is cleared and locked at 4:30 p.m.
d. Middle School Drop-Off Procedure

Middle School students may be dropped off at either the Upper School circle or, if accompanied by Lower School children, at the Lower School. Students are encouraged to arrive with enough time to prepare for the school day, but not before 7:30 a.m., as there is no adult supervision.

e. Middle School Afternoon Departure

Children who do not go home on the bus are expected to be picked up promptly – by 3:50 p.m. at the latest. Middle School students with younger Lower School siblings (i.e., 3rd grade or younger) should be picked up at the Lower School turnaround. Other Middle School students may be picked up at the Upper School circle. Students may not wait in the building after that time for their parents, or at any time in other areas away from supervision. Children on campus must be supervised by an adult. The School has a Supervised Study Program available, and students that are still on the grounds at 3:50 p.m. are expected to check in to this program. Parents will be billed in accordance with the Supervised Study Program rates. If you find you will be unavoidably detained, please call the Middle School Office at 303-914-2567. If you need to reach the After School Study Program call 303-914-2565. With the exception of scheduled extracurricular programs, the Middle School is cleared and locked at 4:00 p.m.

f. Upper School Drop-Off Procedure

Parents who are dropping off Upper School students should use the turnaround in the front of Newton Gymnasium. We ask that drivers form a single file line around the circle and drop off students promptly so as to keep traffic circulating. Other students who are driving should park in their assigned parking in the South Lot or along the North Road.

g. Upper School Afternoon Departure

Children that do not have an athletics or arts commitment are expected to leave campus promptly by bus or car. The Upper School building is typically locked and cleared by 5:00 p.m. Raether Library is also available as an after-school study space until 5:30 p.m. A late bus, leaving at 5:45 p.m., is also available for students who have school-related commitments past 3:45 p.m.

h. Use of Ridesharing Services for Student Pick Up and Drop Off

Colorado Academy permits use of ridesharing services that specialize in providing student transportation, such as HopSkipDrive, Kango, Zum, and Sheprd (currently, ridesharing services such as Uber and Lyft ban unaccompanied riders under the age of 18). However, parents who choose to hire or permit the use of taxis or any ridesharing services to transport their students to or from CA voluntarily assume all risks in connection with the use of such services, which risks include property damage, personal injury, mental anguish, emotional distress, illness, and even death. Moreover, parents who choose to hire or permit the use of taxis or ridesharing services to transport their students to or from CA waive any claims, demands, causes of action or damages by them or their students against CA, its owners, directors, officers, trustees, employees or agents that may arise from the use of taxis or other ridesharing services.
2. After-School Dismissal (All Divisions)

With the exception of the Upper School, no teacher or other employee may excuse a child to any adult before the regular dismissal time. (Periodically, Upper School teachers might dismiss a class in the last period of the day because of sports conflicts.) If a situation arises which necessitates taking a child out of School, the parent/guardian is required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the School grounds, except for an authorized School trip, or under the conditions described above. Students who remain after school for sports or other activities will not be allowed to leave the School grounds and then return for pick-up.

3. Communicating to the School About Change in Pick-Up Plans

If there is to be a change in the normal end-of-the-day routine for a student, please be sure he or she understands it clearly. Please send a note or email to the student’s teachers and, if the student is on a bus or in a car pool, make sure all those people know about the change. If necessary, please notify the School’s Transportation Department by calling 303-914-2540. If students travel to and from School with a sibling, make sure that each sibling knows that he/she will not be going home with one another at the end of the day. Because the end of the School day is such a busy time, please make every effort to call the appropriate division office to communicate a schedule change before 3:00 p.m.

4. Attendance and Absences

Attendance at school on a daily basis is required. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. While students may need to miss an occasional day due to illness or other unavoidable reasons, we need your help to ensure consistent class attendance. Should a child miss five days of school for any reason, the division principal will review the child’s attendance record and may contact the parents. After ten days of missed school, the student’s principal or advisor will contact parents. After 15 days of absence, the principal will meet with the student’s parents to discuss a solution. In situations involving consistent absence (15 days or more in a school year or 10 in a trimester) the school reserves the right to deny class credit, grade-to-grade advancement, re-enrollment, or be subject to dismissal from CA. Families are discouraged from taking students out of School prior to or after a School break. Absences for vacations will be considered unexcused. For absences related to family trips not taken during scheduled vacations or special student off-campus opportunities (choir trips, etc.), the student is solely responsible for catching up on missed work.

a. Reporting an Absence

1. Parents or guardians, not students, regardless of age, must email or call the appropriate division office: Lower School (lyric.mcknight@coloradoacademy.org, 303-914-2555); Middle School (fran.clark@coloradoacademy.org, 303-914-2567) Upper School Office (andrea.eckler@coloradoacademy.org, 303-914-2598) by 8:30 a.m., or send a note to school with the student if he/she will be tardy or absent for any portion of the school day, including leaving School early.
2. Any absence, late arrival or early dismissal not excused by a parent note or call will be considered unexcused. It is the responsibility of the parents or guardians to contact the School regarding their student’s absence, late arrival or early dismissal. Please make every effort to schedule all doctor and dental appointments outside of class time. If a student is marked absent, and the parent has not called by 8:45 a.m., the School will initiate a call home. If a delay causes your child to be later than 8:45 a.m., please contact us.

3. During inclement weather, students are not counted tardy, and there is no need on those days to notify the office about a delay.

4. Upper School Only: please call your student’s coach or the CA Athletic Office at 303-914-2574 if your child will be absent on a day a game is being played. It is NOT necessary to call the coach or athletic office if your student will miss practice only.

b. Excused Absence

An absence is excused under the following circumstances: illness validated by a parent or guardian (for an extensive illness involving several days of absence, the School may require a note from a physician), medical appointment, personal business that can be accomplished only within the period of the School day (parent sanction), School-sponsored trips and activities, School athletic team competitions, death in the immediate family, and religious holidays, subject to approval from the appropriate division head. When a parent excuses an absence in advance, the student is expected to consult with his/her teachers to determine the arrangements for completing assignments.

Any student not well enough to attend all of his or her classes during the School day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening, except with the specific approval of the School Office.

c. Student Illness

Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to School policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic before returning to school. In other words, students must have no fever, vomiting, etc., for 24 hours prior to their return to school, or have a physician’s note stating that the student is not contagious and/or is under treatment. The nurse or appropriate staff member should sign out a student who is ill. Teachers will be informed of students dismissed for illness.

d. Unexcused Absence

All other absences from School will be considered unexcused, subject however, to the review and discretion of the appropriate division head. When an absence is unexcused, the student may not submit any assignment for full credit; however, the teacher reserves the right to require that all work be submitted and determines the procedure for evaluating that work. In the case of suspension from School, the same conditions governing make-up work for an unexcused absence apply. All unexcused absences may be reported by the teacher on an Incident Report. The advisor will consult with the appropriate administrator to determine disciplinary action if needed. Parents/guardians may be notified by the student’s advisor or appropriate administrator.
e. Make-Up Work for Absences

1. Lower School

Whether an absence is excused or unexcused, Lower School teachers generally will make every effort to assist a student in making up missed work, or, for excused absences, may offer an alternative assignment. Some classroom work cannot be recreated and is simply missed due to the absence.

2. Middle and Upper School

Students should access the School website for assignments. It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an excused absence. Students will have as many day(s) to make up work as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test and will receive no credit for the assignment. A student returning to school during the school day is required to locate the teacher of each class missed to get any assignment(s) and/or schedule with the teacher to take missed tests or quizzes.

f. Extended Absence

The School does not support the practice of removing students from school for extended periods of time. Parents/guardians are asked not to excuse students on days immediately preceding or following a vacation period. Parents/guardians are asked to contact the student’s advisor prior to an unavoidable extended absence; the advisor will consult with the Principal in determining whether or not the absence is appropriate. All make-up work is the responsibility of the student. Teachers will not “re-teach” material for students with extended absences.

g. Absence and Extracurricular Participation

The Upper and Middle School day may include a wide variety of activities—classes, athletics and performance rehearsals. Students are encouraged to examine their commitments carefully in order to make sure that these can all be met in any given day. Students should anticipate “crunch” times and discuss with their advisors and teachers how to meet the demands of all the activities to which they are committed. Skipping one activity to meet the demands of another is unacceptable.

h. Attendance – Tardiness

Students are expected to arrive on time for all classes, advisee meetings, class meetings, assemblies, and other special programs. Instances of repeated tardiness will be reported and, if necessary, students will meet with their homeroom teacher/advisor, class deans or school principal. If appropriate, a consequence will be given.

Any student arriving late to school for any reason must sign in at the divisional office before going to class. It is the parent’s responsibility to contact the School to excuse the student; otherwise, the tardiness will be considered unexcused. Exceptions are granted only for weather inclement enough to delay the School’s buses and for scheduled doctor/dental appointments (in which case, please notify the School in advance).
i. Attendance Check-In – Upper School

Students who arrive at school after the 8:10 start time must check in directly with the Division Office or they will be marked as absent. Juniors and seniors who have free blocks during these times may come to school late and do not need to check in with the Upper School Office upon arrival. Freshmen and sophomores must arrive at school by 8:10, even if they have an early free block. See also Driving Privileges/Off-Campus Privileges.

5. Before- and After-School Care

a. Lower School

Before- and After-School care is available children ages 5 through fifth grade if arrangements are made in advance. State regulations limit the number of students we can serve therefore, availability for drop-in students is very limited. Students may be dropped off at 7:15 a.m. After-Care runs from 3:30 p.m. to 6:00 p.m. The program is age-appropriate. Snacks are provided.

b. Middle School

For safety reasons all children must be supervised after school. Families wishing to have their children stay after school must use our Supervised Study Program, for which they are assessed a fee. Its purpose is to provide space and supervision for students to work on homework or projects, work in small groups, and to read. All middle school students are welcome to take advantage of the service. All students not picked up by 3:50 p.m. will be placed in the program. The program runs from 3:30 p.m. until 6:00 p.m. in the Community Room of Chowdry Middle School. Snack is provided. Students are signed in by the program supervisor and signed out by their parents. Students may use Raether Library only with a note from the Supervised Study proctor. A student may attend a game on the campus, provided the student has written permission from a parent. Parents may contact the program directly during afternoon hours at 303-914-2527.

6. Bus Transportation

Many of our students take advantage of our extensive bus service, which serves much of the Denver metro area. The School strives to offer a number of options in order to promote bus service as an environmentally friendly and convenient alternative. Those options include multi-child discounts and varying plans of ridership (two days or five days a week, a.m. and/or p.m.) For those students who do not regularly ride the bus, special arrangements can be made for occasional use.

Late bus service is provided for Middle and Upper School students participating in rehearsals or athletic events or who are meeting with a teacher. Late buses do NOT provide transportation for students who simply choose to stay after school. Lower School students do not have access to late buses.

Bus ridership extends from our youngest to oldest students, K-12; therefore, we expect that proper behavior will be maintained on the buses at all times. The same principles of behavior that prevail on campus extend to school buses. Students and/or parents who disrupt the safe operation of school vehicles will be reported to the Principal who will then take appropriate disciplinary action, which may include suspension from bus service and even dismissal from
Students who are riding to and from school on buses provided by the School are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

- Be on time at the designated loading zone or bus stop.
- Wait until the bus is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe.
- Go immediately to a seat and be seated.
- Wear a seatbelt (if one is available) on the School buses at all times. Bus drivers will report those who refuse to buckle up. Repeated failure to buckle up could result in a child not being permitted to use School transportation.
- Remain seated while the bus is in motion.
- Keep head, hands, arms, and legs inside the bus at all times.
- No littering in the bus or throwing anything from the bus.
- No eating or drinking beverages on the bus.
- Do not tamper with the bus or any of its equipment.
- Remain seated until the bus is stopped.
- Abide by all technology rules if using electronic devices on the bus.
- Do not engage in any activity on the bus that would violate school rules.

Parents should contact the Transportation Office (303-914-2540) for more information.

7. **CA Bookstore**

Beginning with the sixth grade year, students have access to the CA Store in the Campus Center and may obtain school supplies, select books, and clothing on a charge account (an account is automatically set up upon registration). Please speak with your child about your expectations regarding this responsibility. The CA Store is open from 8:00 a.m. until 4:00 p.m. daily. Middle School students can visit the store during lunch.

Students are required to purchase all books that they use in classes. Most required books are available for purchase through an on-line book vendor. Information about required books and how to obtain them is provided by the School over the summer before each school year.

8. **Campus Visits**

a. **Lower School**

Parents are invited to spend time on occasion in their children's classrooms. Field trips may be opportunities to participate. There are times during which a parent’s presence could be potentially disruptive to the learning goals of the classroom. As a courtesy, please check with the teachers at least 24 hours in advance to make sure such a visit is appropriate.
b. Middle School
Because space in classrooms is at a premium and daily class routine is both full and directed specifically to our students, casual visits to the School (e.g., by friends, siblings, or others not in regular attendance here) are not appropriate. Please do not ask for exceptions to this policy. Parents are welcome to visit occasional classes with the permission of the principal.

c. Upper School
Guests are generally welcome in the Upper School. Permission to bring a guest must be obtained from the Principal in advance of the day that the visit will take place. Guests must check in at the Main Office at the beginning of the day. Guests are expected to attend all classes with their CA friend while on campus and must be introduced to the Principal or class dean.

d. Student Visitors
Students who may be interested in attending CA should schedule their visit through the Admission Office.

9. College Counseling
CA’s College Counseling officially begins in December of the junior year with individualized counseling sessions and a variety of supportive programs. Ninth and Tenth Grade students participate in workshops and also receive information from the College Office during class meetings. (Please note, however, that the resources of the College Office are available to Upper School students and families at all grade levels, and general meetings with the college counselors occur for both students and parents during all four years of Upper School.)

The core of CA’s College Counseling Program is a sequence of individualized counseling sessions between the three college counselors and their advisees, with the goal of finding the best college match for each student. This mission is supported by a variety of programs such as essay-writing workshops, financial aid workshops, college night conversations with leaders in undergraduate enrollment from across the country, presentations on standardized testing, and panels with CA graduates. Colorado Academy hosts over 150 admissions officers each year who visit campus to recruit our students. The College Office provides extensive data to students and families, and counselors work intensively with each student to build an appropriate college list and to complete strong and effective applications and essays. Counselors also write a letter of recommendation for each student and advocate for them at the colleges to which they apply.

The College Office has an extensive library and e-library consisting of college catalogues, scholarship and financial aid information, college and financial aid application resources, summer program information, guidebooks, test registration and preparation materials, and information for athletes. The College Counseling page of Colorado Academy’s website is also an excellent resource.

10. Contacting Your Child During the School Day
In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to School.
To contact a child during the school day, please call the division Administrative Assistant:

- **Lower School:** Lyric McKnight  303-914-2555  
- **Middle School:** Fran Clark  303-914-2567  
- **Upper School:** Andrea Eckler  303-914-2519

If a true emergency occurs, then the office should be notified. Messages sent within two hours of the end of the day may not be received as students utilize the whole campus. Teachers will check their individual voice and email messages, but often not until the end of the day. **To be connected to a teacher's classroom extension, call the CA main switchboard at 303-986-1501.**

**11. Daily Schedule**

The Daily Schedule is based on a six-day rotation (A-F). The rotation is listed in the calendar section of the Appendix, as well as being posted on the CA website and on campus. The schedule is created in accordance with student-centered best practices, and allows for some homework completion during the school day, as well as no-homework days and extended family weekends. Please make every effort to conduct family travel, tend to doctors’ appointments and other scheduled absences in conjunction with these breaks.

<table>
<thead>
<tr>
<th><strong>Daily Schedule</strong></th>
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<tbody>
<tr>
<td><strong>7:30 a.m. to 5:45 p.m. (Mon.-Thurs.)</strong></td>
<td><strong>Raether Library Open (MS &amp; US)</strong></td>
</tr>
<tr>
<td><strong>7:45 a.m. to 4:00 p.m.</strong></td>
<td><strong>Reception &amp; Division Office Hours on School Days</strong></td>
</tr>
<tr>
<td><strong>8:10 am</strong></td>
<td><strong>Classes for all students begin</strong></td>
</tr>
<tr>
<td><strong>3:30 p.m.</strong></td>
<td><strong>Dismissal for all students</strong></td>
</tr>
<tr>
<td><strong>3:40 p.m.</strong></td>
<td><strong>Buses depart</strong></td>
</tr>
<tr>
<td><strong>3:40 p.m. to 5:40 p.m.</strong></td>
<td><strong>US Athletic Practice</strong></td>
</tr>
<tr>
<td><strong>3:40 p.m.</strong></td>
<td><strong>If LS students have not been picked up, they must utilize After-School Care</strong></td>
</tr>
<tr>
<td><strong>3:50 p.m.</strong></td>
<td><strong>If MS students have not been picked up, they must utilize the Supervised Study program.</strong></td>
</tr>
<tr>
<td><strong>5:50 p.m.</strong></td>
<td><strong>Late buses depart</strong></td>
</tr>
</tbody>
</table>

**12. Driving Privileges/ Parking/ Off-Campus Privileges During School Day**

Colorado law does not permit a driver under 18 years of age to operate a motor vehicle containing any passenger who is under 21 years of age unless the passenger is a member of the driver’s immediate family or the driver has held a valid driver’s license for a least six months. Colorado law does not permit a driver under 18 years of age to operate a motor vehicle containing more than one passenger who is under 21 years of age unless the passengers are members of the driver’s immediate family or the driver has held a valid driver’s license for at least one year.
In the Upper School, seniors and juniors who are licensed and, in good standing, may drive their cars to and from school consistent with Colorado law regarding passengers. Furthermore, seniors and juniors may leave school for lunch or another brief period during the school day when they do not have class or other curricular obligations (including Town Halls and assemblies).

Sophomores who are licensed, and in good standing, may drive themselves to and from school consistent with Colorado law regarding passengers. Sophomores do NOT have off-campus privileges and may not leave campus during the school day unless their parents/guardians or a School official accompanies them. Sophomores may be excused from school by a parent to drive to and from an important appointment off campus that could not be scheduled after school. It is the parent or guardian's responsibility to notify the School of the appointment, and it is the sophomore student’s responsibility to check out of school and back into school with office personnel.

Freshman students do not have driving privileges on the School campus. Freshman students do not have off-campus privileges and may not leave campus during the school day unless accompanied by their parents/guardians or a School official on a curricular field trip.

Students drivers are required to observe all campus speed limits, stop and yield signs, and parking regulations. Failure to comply will generally result in a first offense warning by the advisor or the appropriate grade-level dean, and a call home to the student’s parents or guardians. For a second offense, driving and parking privileges may be suspended for one week, with the parents or guardians notified by the Principal. Any student who has a third offense may be referred to the Disciplinary Committee.

The School reserves the right to search any vehicles on campus if there is suspicion of drugs, alcohol, weapons, or other items that may pose a risk to student health and safety.

Parking spaces on campus are provided for faculty, staff, students with driving privileges, parents/guardians and visitors. Parents/guardians and visitors should park only in the spaces marked “Visitor.” All parents, visitors, and students are asked to park only in their designated parking spaces. While this may be inconvenient at times, it is absolutely necessary so that emergency vehicles are able to access our campus quickly and easily.

Students who wish to park on campus must purchase a parking sticker yearly for a fee. Students will be assigned a parking spot according to grade level. Student parking is only allowed in the student lot. These are the only spaces provided for student parking. No students may park in front of Smith Center, the Gym, Stuie’s Courts, the Upper School, or in any space designated for visitors. Students will be asked to move any car not properly parked. Students may also be required to appear before the Principal or Disciplinary Committee, and/or lose driving privileges if they violate driving rules or park their car illegally.

**a. Alternate Transportation Arrangements for Student Athletics**

As part of his or her participation on an athletic team, students have access to CA’s bus transportation service for off-campus practice and game sites. However, parents and students may make alternate transportation arrangements to travel to and/or from off-campus practice and game sites, including transport by private car.
It is the responsibility of parents/guardians to know how and with whom a student will travel to and/or from an off-campus practice and/or game site. It is further the responsibility of parents/guardians to ensure that their student does not violate Colorado law regarding minor drivers, either as a driver or a passenger.

Colorado law does not permit a driver under 18 years of age to operate a motor vehicle containing any passenger who is under 21 years of age unless the passenger is a member of the driver’s immediate family or the driver has held a valid driver’s license for a least six months.

Colorado law does not permit a driver under 18 years of age to operate a motor vehicle containing more than one passenger who is under 21 years of age unless the passengers are members of the driver’s immediate family or the driver has held a valid driver’s license for at least one year.

Parents/guardians who permit their student to travel to and/or from off-campus practice and game sites by private car voluntarily assume all risks in connection with the use of private vehicles, which risks include property damage, personal injury, mental anguish, emotional distress, illness, and even death. Parents/guardians who permit their student to travel to and/or from off-campus practice and game sites by private car acknowledge that the insurance coverage provided by the owner of the vehicle would provide the primary insurance coverage for recovery of any losses incurred in the event of a collision. Parents/guardians who permit their student to travel to off-campus practice and game sites by private car waive any claims, demands, causes of action or damages by them or their students against CA, its owners, directors, officers, trustees, employees or agents that may arise from the use of private vehicle to travel to and/or from off-campus practice and game sites.

13. Examinations and Testing

a. Lower School Testing

Tests and quizzes are used sparingly for assessment in Lower School, and the classroom teacher integrates them with other methods of assessment to monitor student progress.

b. Middle School Testing

All teachers schedule major tests and research paper and project deadlines on a master calendar; consequently, no student should have more than two such major responsibilities on a single day. These criteria do not apply to quizzes for seventh and eighth graders. Sixth graders, however, should not have more than two quizzes or tests each day. More cumulative examinations in all academic subjects may be given as needed. Students who find themselves with more than two major assignments due on a given day should immediately consult their teachers and advisor in order to make a plan for bringing these assignments into conformity with this policy. While examinations are given some importance, they are not emphasized intensively and should be viewed only as a natural culmination of study for a class.

c. Upper School Testing

Due dates for major essays or projects are scheduled on a master calendar; consequently, no student should have more than two such major responsibilities (tests, papers, major
projects or presentations) on a single day. Because it is hard to predict each student’s assignment schedule, students who find themselves with more than two major assignments due on a given day should immediately consult their teachers and advisor in order to make a plan for bringing these assignments into conformity with this policy.

d. Standardized Testing

Standardized tests (not ACT or SAT) are administered to students each year. Students are tested in several academic areas. Tests given are division-specific. The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify student strengths and weaknesses in academic areas, and may be used to determine eligibility for promotion to the next grade, placement in particular courses or the need for summer support. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

14. Experiential and Outdoor Education Program

Colorado Academy believes that experiential and outdoor education should be an important part of a well-rounded education. Through our programs, students are challenged to develop leadership, problem-solving, interpersonal, outdoor and practical skills. Parents and students will receive information which will describe programs and trips offered for Outdoor Education, Interim and Global Education. Each year parents must sign the Colorado Academy: Acknowledgment and Assumption of Risks and Release and Indemnity Agreement which provides information about the activities and associated risks of CA activities, and students’ and parents’ responsibilities. Also see section VII of this Handbook. Families may receive additional information about a particular trip or program before departure.

Note: Students can be removed from these trips or programs for disciplinary, behavioral or other reasons. Additionally, Colorado Academy reserves the right to decline to allow an individual student to participate in a trip determined to be excessively demanding, emotionally, mentally, or physically to the student.

a. Outdoor Education Programs

The School offers a variety of required and elective outdoor opportunities designed to introduce students to a variety of outdoor educational environments. Experiences range from hiking, camping, and rock climbing to Nordic skiing and fly-fishing. A brochure of annual offerings is posted on the website each fall. All CA rules apply during these trips.

b. Upper and Middle School Interim

The purpose of the Interim Program is to provide each student a period of intense involvement in a single experiential activity that is not available to students as part of their typical classroom experience. Interim courses may be local or may involve travel and encompass a wide range of activities. Interim catalogs with course offerings and registration forms are distributed in mid-winter, and the courses take place in May.
All Middle and Upper School students are required to participate in Interim every year. It is critical to note the dates of each offering to ensure that full participation will be possible. In any event, families should not plan vacations or other outside events during Interim. Once Interim selections are made, students may not change to different Interim trips, other than for extenuating medical circumstances. While CA works to be as accommodating as possible to family needs, the school contracts for these trips months in advance. Student trip changes mean that the school incurs hundreds of dollars in fees. If trip transfers are requested and are not medically related, those transfer charges will be billed to the student’s family. The minimum charge is $500. Participation in Interim is a Middle School continuation and Upper School graduation requirement. All CA rules apply during these trips.

c. Global Travel and Exchange

At Colorado Academy, we nurture dynamic thinkers and active citizens of the world through a curriculum that develops intellectual aptitude and character. Part of that curriculum includes experiences designed to offer students extended study outside the classroom and outside the school year. These programs are strictly optional. Some are more academic and exploratory; others are more service-learning oriented. Each is designed to be a memorable and educational experience. There are a number of challenging and exciting programs in Lower, Middle, and Upper schools. No matter the destination, this program provides a wide range of opportunities for enhanced learning. CA faculty members lead trips, and some trips include arrangements by a professional travel vendor. We are committed to helping students gain invaluable experience as part of their travel experience. Trips may be postponed or cancelled due to weather, staffing, political unrest, travel restrictions or advisories, or for other conditions. All CA rules apply during these trips.

15. Class Trips, Field Trips, & School-Sponsored Off-Campus Trips

Day and overnight trips are part of our academic program, and student participation is expected and required. It must be stressed, however, that only those students who, in the administration’s sole discretion, have demonstrated good conduct during their classes will be permitted to attend. Proper behavior during trips is of the utmost importance. Parents of any student unable to follow the given guidelines will be notified. In the School’s discretion, the parent will be requested to pick up or provide transportation home for the student.

A condition of a student’s or parent’s participation in any field trip is the execution of the School’s standard Consent and Release Agreement. If any student’s parents have not executed the release, the student will be expected to complete an alternative experience created at the discretion of the principal. Parents who are interested in volunteering to assist on field trips must be cleared through the School’s criminal background process. This process is for the protection of all students. In addition, please see this Handbook, section VII regarding the Colorado Academy: Acknowledgment and Assumption of Risks and Release and Indemnity Agreement and the Colorado Academy Inherent and Other Risks List for information about the activities and associated risks of CA activities, and students’ and parents’ responsibilities. Families may receive additional information about a particular trip or program before departure.
16. Grades & Reports

Evaluations of the academic progress of students are made by teachers with oversight from division principals. Student assessment is based upon the teacher’s judgment of student work on major and minor assignments and projects, as well as in-class participation, class work, and behavior. Teachers work to establish criteria that determine various levels of student achievement. There is a subjective element to grading. Decisions on grades are at the ultimate discretion of the administration, and decisions are final.

a. Lower School Progress Reports

CA’s Lower School provides progress reports at the end of each trimester. A full progress report, which includes checklists of academic skills and social/emotional development as well as a teacher narrative with feedback, is provided twice a year in the fall and spring. Letter grades are used in select classes during the third trimester of fifth grade. In addition, the Lower School schedules two parent conferences each year. Conversations about students and their progress are not limited to these times, and we encourage an open dialogue with all parents during the school year.

b. Middle School Grading & Reports

Grades are prepared for all students at the midpoint of each trimester and provided online. Trimester grades with accompanying narrative comments are in the fall and spring. At the end of the second trimester, course descriptions and grades are provided. Teachers often share reports with students. In addition, the Middle School schedules two parent conferences each year. Conversations about students and their progress are not limited to these times, and we encourage an open dialogue with all parents during the school year. Grade reports are accessible through the School’s website. Parents/guardians receive instructions about how to log in to this password-protected system.

c. Upper School Grading & Reports

A student’s grade point average (GPA) is computed on a trimester basis by dividing the sum of the grades earned in the student’s courses by the number of courses the student is taking on a graded basis for credit. The cumulative grade point average is computed by taking the sum of the trimester grades for each course that is included in the trimester grade point average divided by the total number of courses taken for credit in the Upper School. No grades earned at other schools are averaged into a student’s GPA at CA, although they will be reflected on the transcript. Grades earned in academic Independent Study qualify for inclusion in the student’s GPA if a Colorado Academy faculty member assigns the grade.

Preliminary progress reports (mid-trimester reports) are posted electronically for all students at the midpoint of each trimester. Grade reports are posted online at the conclusion of each trimester. Parents/guardians receive instructions about how to log in to this password-protected system.
d. Grading Scale

The Middle and Upper Schools use the traditional A-F grading scale. Grades for assignments and other assessments, as well as final grades, are based on the assessed by the teacher and are final.

- **Distinguished achievement**  A (4.00), A- (3.67)
- **Good achievement**  B+ (3.33), B (3.00), B- (2.67)
- **Satisfactory achievement**  C+ (2.33), C (2.00), C- (1.67)
- **Unsatisfactory achievement**  D+ (1.33), D (1.00), D- (0.67)
- **Failure to meet minimum standards**  F (0.00)

In the Upper School, some advanced elective courses have weighted grades. Hence a student receiving a C (numerical grade = 2.0) in one of these classes would earn a numerical grade of 2.50. This numerical grade will be averaged with his/her other grades to determine the student’s GPA.

Students in these courses will receive additional quality points according to the following formula:

- A  (5.0), A- (4.59)
- B+ (4.17), B (3.75), B- (3.34)
- C+ (2.92), C (2.50), C- (2.09)
- D+ (1.67), D (1.25), D- (0.84)

e. Middle and Upper School Athletic Grades

For Athletics the following symbols are used:

- High Pass = HP
- Pass = P
- Failure = F

Each student is also assessed on the following criteria: attitude, effort, growth, responsibility, attendance and individual achievement. A student with three or more unexcused absences will NOT pass athletics.

f. Grades - Academic Honors

1. Middle School

Honors recognition is awarded for a grade point average of 3.50, with no grades below a B-. Honor Roll designations are given at the end of each trimester.
2. **Upper School Academic Honors**

The standard for academic recognition set by the Upper School is a GPA of 3.33 or above, and no grade below C. Honor Roll designations are given at the end of each trimester.

**g. Grades: Failures**

1. **Middle School**

Earning a failing mark in any class will lead to a student being placed on Academic Probation and potentially to discussions about whether Colorado Academy is the right school for the child. Students who earn a failing mark will also be asked to complete additional work to demonstrate content and skill proficiency.

2. **Upper School**

A student must repeat, for credit, any required class in which he/she has received a failing grade. Elective courses in which a student earned a failing grade may be repeated for credit. The grade earned in this repeated class will appear on the transcript as any other grade, but does not replace the failing grade that will continue to appear on the transcript. Failure, of course, does not result in credit. Failure during a course in the first or second trimester may result in the student's withdrawal from that course.

**h. Grades: Incompletes**

An “Incomplete” grade is given when the student is unable, because of extenuating circumstances, to complete the required assignments prior to the end of a grading period. No Incomplete may be carried longer than three school weeks following the trimester in which the Incomplete was granted, without the division principal’s permission. The teacher will determine the date of the deadline for completing work following Trimester I or II. No Incompletes are given at the end of the Trimester III unless by special permission of the principal. Failure to complete the assignments for which an Incomplete was granted results in failure for those assignments. Trimester grades will be calculated accordingly.

17. **Homeroom Teachers and Advisors**

**a. Lower School Homeroom Teachers**

In Lower School, Homeroom Teachers create a supportive classroom community that nurtures positive connections between students. They communicate regularly with parents through their web pages, emails, phone calls, progress reports, and face-to-face interactions. Open communication between parents and teachers is encouraged, and parents should first contact the teacher with any concerns.
b. Middle and Upper School Advisors

The Advisory Program is intended to foster a supportive and caring atmosphere. Through daily contact, students can develop positive connections to School, concerned adults, and peers. Parents with questions about their child’s progress are expected to reach out first to their child’s teacher or the advisor.

The advisor endeavors to maintain open, non-confidential communication between home, student, and the School, advising the student on issues of concern to him or her, and serving as a supportive guide. All Middle and Upper school students are assigned an advisor.

In the Middle and Upper school, advisory meets several times each week. Throughout the year in advisory groups, students and advisors talk with each other about relevant adolescent and character education issues. In addition, our advisory program provides instruction in important topics including drug and alcohol awareness, health, leadership, decision-making, communication, problem solving, mindfulness and character education. Times are also allocated for students to study, to seek assistance from faculty, and to foster a love of independent reading.

18. No-Homework Dates/Holiday Observances

Homework is an important part of the student’s day, as it is a time for the learner to review the day’s lessons, master additional material, and prepare for class the following day. Nightly assignments will vary. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate.

When a student is absent from School, it is his or her responsibility to obtain homework in any one of several different ways. The student should first check any course syllabus given to him/her by the teacher and consult the teacher’s website. Students may also e-mail teachers to ask for assignments. If a student has been absent three or more days, the student or parent may call the student’s advisor for help in obtaining assignments if necessary.

The school designates No Homework Weekends/Vacations four times each year. “No Homework Weekends” are: Thanksgiving Break, Winter Break, February Break and Spring Break. Teachers may not assign homework over these vacations. No major tests, quizzes, papers, or assignments may be collected until the third school day after the vacation.

Colorado Academy’s policy regarding religious holidays and school work is based in a shared commitment of respect for individual religious beliefs and practices. We make a distinction between teaching students about various holidays as part of historical or cultural studies, and celebrating holidays, which is not part of our mission. Students should contact their teachers in advance in order to plan homework due dates during the observation of religious holidays.
19. Library Services

The two Colorado Academy libraries provide a broad range of materials to enrich and support the intellectual, social, and personal development of all students. Lower School students visit the Lower School library on a weekly basis for lessons and independent reading materials. Middle and Upper School students visit Raether Library for academic research and independent reading materials.

Each of the divisions at Colorado Academy employs a professional librarian with a Masters Degree in Library & Information Science and extensive expertise in collection development. To select materials for the two campus libraries, librarians rely on professional resources, classroom curriculum needs, and the various interests of the entire community. Supported by the American Library Association’s Library Bill of Rights, the professional librarians provide materials from diverse backgrounds to support the exploration of ideas of all kinds, broaden the vision of community members, and provide age appropriate information, even when the content may be controversial, unorthodox, or unacceptable to others. Librarians encourage and empower students to love reading and become lifelong learners.

The Colorado Academy libraries do not charge daily fines for overdue materials. However, borrowing privileges may be suspended until overdue materials are returned. For books that are lost or damaged, replacement fees are billed to the student’s account either in January or June. If a lost book is returned, a refund will be credited to the student’s account.

In accordance with the practices of the American Library Association, Librarians protect each library users’ right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. As such, student, faculty, and staff circulation records are completely confidential and will never be released to any other party without the consent of the user.

20. Lost and Found

Containers for lost clothing and books are located in many buildings on campus. Items of value such as watches, jewelry, iPads, calculators, and the like are stored in division offices. Students should label all books, notebooks, clothing (jackets, hats) and sports equipment with their name. The Lost and Found is cleared out at the end of each trimester and unclaimed items are donated to charity.

21. Lunch

Lunch is provided to all students as part of tuition and students are not permitted to bring their own lunch from home. All students eat lunch on a regular schedule each day in overlapping time blocks. While waiting to enter the lunch line and throughout lunch, students are expected to behave in an orderly and responsible way. When students are finished eating, they must clear their own dishes and trays, and clean their eating areas.

22. Parent/Teacher Communication and Conferences

Colorado Academy values two-way communication and provides a variety of formal and informal opportunities for communication during the course of the school year. While the
School works hard to provide timely information about student progress, there may be times when parents will want to talk to teachers, administrators, counselors or coaches outside regularly scheduled conference times. The School recommends emailing or calling to set up a time that works mutually. Important communication should not be given the disservice of being rushed.

Faculty and administrators try to return parent communication within 24 hours of receiving the initial contact. We do ask that parents respect teachers’, counselors’ and administrators’ family lives by restricting communication to school hours and by not using home or cell phone numbers unless it is an emergency.

The School welcomes and encourages conferences with both faculty and administration. These conferences are mandatory. Teacher conferences are sometimes arranged when there is a need to examine a student’s progress or to discuss problems that may be affecting a student.

Teachers and advisors work from a standpoint that cooperating and collaborating with parents helps each student achieve success consistent with the mission of the School. Parent/Teacher conferences provide an opportunity for parents to have a dialogue with teachers, and the goal is to provide useful feedback about a student’s performance, and, if necessary, to devise a plan that will improve student performance.

23. Conference Sign-Up

Parent-Teacher conference days are formally scheduled on-line and occur in the fall and spring. The sign-up date is announced in advance before the sign-up system is open. Parents receive a user name and password to log in to the conference schedule system. Each teacher offers a sufficient number of appointments to accommodate every parent. Parents may schedule conferences for multiple students at the same time. CA strongly supports its faculty in not making special arrangements for conference requests time outside of these scheduled conference days.

24. Physical Education and Athletics

   a. Lower School

   Lower School students participate in PE all three trimesters. The program provides a combination of age-appropriate skills instruction and strategy development. There are no interscholastic team sports in Lower School. Sportsmanship, teamwork, movement, and character development are emphasized. Students are assessed on a trimester basis.

   b. Middle School

   Middle School students participate in PE/athletics all three trimesters. The program provides a combination of skill and strategy development appropriate to the age. A variety of competitive and noncompetitive sports and activities are available. Sportsmanship, character development and teamwork are emphasized. Students are assessed on a trimester basis.

   c. Upper School

   Any students participating in a competitive sport must remain in good academic standing during the entire time that they are involved in the sport. If the student’s academic
average falls below a C- average, he/she will be required to stop participating in the sport in order to devote more time to schoolwork and will not be allowed to attend practices or travel with the team to away games. Suspension from all sports activities will last until the student has raised his/her academic average to a C- (70%) or above. This policy is not instituted to punish but to help students keep their academic work as a high priority and not neglect it while participating in sports.

d. Middle and Upper School student-athletes must complete a Code of Ethics Contract to participate in sports.

CA student athletes are ambassadors of the school. Their conduct will be viewed in light of this Code of Ethics and the guidelines outlined in this Handbook. **A violation of these standards of conduct may result in disciplinary action, which could include, but is not limited to, temporary or permanent suspension from sports activities or school.** School administrators, including the Coach, Director of Athletics, and Head of School, will determine the disciplinary action. Parents are asked to review this information with their child(ren).

1. I will place academic responsibilities as the highest priority.

2. I will represent my school and myself by displaying the best possible behavior, knowing that I am setting an example for others to follow. This includes non-athletic or athletic activities whether on or off campus.

3. I will display ethical, appropriate, and fair behavior on and off the playing field.

4. I will respect my teammates, opponents, coaches and game officials, and regard their integrity and judgment.

5. I will refrain from using profanity, vulgarity and other offensive language or gestures.

6. I will attend all scheduled practices and games. In the event of an emergency that prohibits my attendance, I will communicate this information with my coach in the manner prescribed by him/her. I understand that failure to attend a practice may result in reduced game playing time.

7. I, or my parents/guardians, will notify my coach before an away contest if I have traveled with the team to a game, but will not be returning with the team.

8. I must return all athletic equipment clean, in proper condition, and on time. The athlete is held responsible for lost, stolen or damaged equipment. A late fee will be assessed on items returned past the published deadline. A replacement fee will be assessed, based on an estimated cost for a single item plus an inflation factor figured in, for all items not returned.

9. I will refrain from the use of all chemical substances such as alcohol, tobacco, marijuana or marijuana edibles, or illegal drugs. I recognize that whether on or off school grounds, a CA athlete must hold him or herself to a high standard of behavior.

10. I agree to follow the school policies that prohibit bullying and hazing.
11. I understand I can be held responsible for the actions of my teammates when team gatherings involve inappropriate behavior and poor decision-making (e.g. drinking at an off-campus party or hazing) and it is impossible to determine precisely which students are responsible. In cases such as these, the school reserves the right to impose consequences on the entire team, such as game suspensions for all athletes, and/or reparations for all students, depending on the severity of the actions.

e. Responsibilities of Parents of Student-Athletes

The role of the parent of a student-athlete is important in demonstrating positive and appropriate sports behavior. We ask parents to:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encourage students to do their best, just as they would do in an academic setting.
- Participate as spectators in positive ways that encourage all athletes.
- Learn, understand and respect the rules of the game, the officials who administer them, and their decisions.
- Respect our opponents as students, and acknowledge them for striving to do their best.
- Exercise dignity in all circumstances: cheer in a positive manner, applaud at the end of a contest for the performance of ALL participants; show concern for an injured player, regardless of the team, and encourage people that surround you to display only sportsmanlike conduct.

f. Unacceptable parent, fan, or athlete behavior includes:

- Disrespectful or derogatory yells, chants, songs, or gestures.
- Criticism of officials in any way; display of temper with an official’s call.
- Yells that antagonize opponents.
- Refusal to shake hands or offer recognition to opponents for a good performance.
- Blaming loss of a game on officials, coaches, or participants.
- Name-calling or outbursts done in an effort to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.

Anyone found in violation of these rules may be asked to leave the game.

g. TIPS for Parents for Communication with Coaches

Below are helpful suggestions to make communication between parents and coaches as productive as possible.

- Attend preseason coach’s meeting, if applicable. Find out the best time and way to communicate with him/her (email, phone, etc.)
- If your student-athlete is having a problem, encourage him/her to communicate with the coach prior to your involvement.
- Understand that any communication that you have with the coach will be shared with your student-athlete to allow everyone involved to hear the same message.
When communicating with a coach by email or on the phone, do not say anything that you would not say to him/her in person.

Remember that the coach has a vested interest in your child as a person and as an athlete.

Do not attempt to communicate with a coach on game day. Prior to a game, coaches are focusing on game plans and strategies. After a game, emotions for both fans and coaches can be high (either positive or negative) and can make for irrational behavior.

Overnight rule: If you have a disagreement with a coach, take time to calm your emotions and think about the situation. Then, if you still need to talk, call the coach the next day.

Do not express dissatisfaction about coaching philosophies or decisions with your child. Understand that you may have similar visions, just different approaches.

Put yourself in the coach’s place. Remember that sometimes, a coach has to make unpopular individual coaching decisions for the good of the team.

Let the coach be the coach; allow yourself to be the parent. Being a fan of your child and his/her team can be the most enjoyable experience a parent can have. Cheer, don’t coach, from the stands.

When all other attempts at communication have not been satisfactory, contact the athletic directors.

25. Posters and Announcements

The school must approve posters and announcements before they are displayed in School. If a student wishes to put up a poster, he/she should bring it to the office first. General announcements, club or class announcements in the Upper School must be signed by an advisor. Any announcement about school clubs or activities, including those posted on social media, originating from a student must be cleared by administration.

26. Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The School will not entertain requests for changes based on parent or student dislike of a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone’s learning experiences. Decisions on class placement are at the sole discretion of the administration, and decisions are final.

27. School Supplies

a. Lower School

Students do not need to bring their own general classroom supplies, as these are provided by the School, but should provide a backpack large enough to hold a 9x12 notebook. Please note that rolling-style backpacks are not permitted in the Lower School, as the lockers cannot accommodate them.
b. Middle School

There are few requirements for Middle School supplies. Lists are posted on the website prior to the start of school, with required textbooks and other supplies.

c. Upper School

There are few requirements for Upper School supplies; teachers will notify students as to what is needed for class, including required textbooks and other supplies.

28. Service Learning

The concept of service to others is fundamental to a CA education. From Pre-Kindergarten through Upper School, students participate in various service projects to develop social responsibility, perspective, and sensitivity to the world around them. In the process, students encounter different people and cultures and learn valuable lessons about life and the importance of helping others. The CA community service program helps students develop and form values that will guide them at CA today and in the world tomorrow.

a. Lower School

Lower School students participate in a variety of service projects at the classroom, grade-level, and cross-divisional level.

b. Middle School

Students participate in three service days during the calendar year. Experiences intentionally introduce students to a wide variety of ways that people can make a difference for others.

c. Upper School

Students may participate in a variety of service-learning opportunities throughout the calendar year. Ninth and tenth graders work with the school’s food service and operations departments. There are also curricular connections that involve service-learning in English, history and world language courses. In addition, students may elect to spend time with their advisors or other sponsoring teachers on scheduled service activities before school, on weekends, or on other designated days. During senior year, students identify a community need, research how to meet that need and design a program of individual service learning. We also encourage students to develop their own interests and/or work with one of our service-based clubs like AfricAid, Horizons and Students H.O.P.E. Failure to fulfill service-learning objectives may result in extra hours being required the following school year, or, in the case of a graduating senior, withholding of a student’s diploma until the project is satisfactorily completed.

29. Snacks

Snack policy is decided on a divisional basis, but the School requests that anyone bringing snack be mindful of others' possible allergies. For more information, see division-specific information below. For additional information, or please check with your child’s homeroom teacher or advisor.
a. Lower School

In Lower School, all snacks are provided by the school. Parents are welcome to bring Birthday snacks for students celebrating a birthday.

b. Middle School

Students are responsible for bringing their own snack to school. On occasion, advisories will delegate responsibility for group snack.

c. Upper School

There is no designated snack period in the Upper School, although students may bring snack food from home and/or purchase during the day at school. Occasionally, advisory groups will decide to eat together and may devise collaborative strategies around sharing snacks accordingly. Students should not store food in their lockers beyond what they might need for a week’s use.

30. Student Fundraisers

Student fundraisers must be cleared through the division principals before the written approval process is initiated. To request approval, a written description of the fundraising activity, sponsoring group, anticipated use of funds and audience to be solicited must be signed by a faculty sponsor and the divisional principal and submitted to the Advancement Office well in advance of any fundraising announcement. The Head of Advancement and Head of School will then review the proposal and approve or not approve the fundraiser in writing. All approved student fundraisers must receive written approval by a faculty sponsor, their divisional principal, Director of Advancement and the Head of School.

All other non-student fundraising ideas must be cleared through the Development Office before written approval process begins. To request approval, a written description of the fundraising activity, sponsoring group, anticipated use of funds and audience to be solicited must be signed by the individual submitting the request and the organization’s chief executive before being submitted to the Development Office. The Development Director and Head of School will review the proposal. No fundraising activity which sells items for, and returns funds to, nonprofits without a direct CA affiliation will be approved whether student initiated or not. This is meant to limit the solicitation of CA parents.

31. Study Hall

a. Middle School

Each day students will have a quiet study hall to accomplish individual work. Students may use this time to meet with individual teachers. On rare occasions, special events will be scheduled during study hall time.

b. Upper School

All entering freshmen are assigned to Study Hall for the entire school year. Faculty members proctor Study Hall sessions. Student behavior should conform to the need for an environment conducive to study. Any students in any grade on academic probation or warning will also be required to attend Study Hall. Other students may also be assigned to
Study Hall should their behavior or academic performance, in the opinion of one or more teachers or advisors, warrant such an assignment. Any student may utilize a Study Hall period as a quiet place to complete homework or to make up a missed test or assignment.

32. **Summer Reading, Math & Global Language Assignments**

Students in all divisions have recommended and/or mandatory summer reading, math, and language assignments, which are posted on the website.

33. **Sustainable Campus Projects Initiated by Students**

There is a Campus Sustainability Plan that covers all aspects of campus life, including recycling, energy consumption, driving and parking, food service, and technology. Student initiatives are encouraged; students who develop a “green” idea should discuss the matter with their advisors or classroom teachers. Any project that affects the campus and/or physical plant needs to be approved by the Head of School.

34. **Transcripts**

Requests to have a copy of a transcript mailed to an agency or institution should be directed to the Middle School Office or Upper School Registrar, as appropriate. It is the policy of the Academy to withhold transcripts or other official representations of a student’s work until the student’s family has met all financial obligations, or until satisfactory arrangements have been made with the school’s Business Office.

Regardless of subsequent course work, no final grades may be altered on the transcript. Students who transfer to Colorado Academy during their sophomore, junior or senior years will be given academic credit towards graduation for courses taken at their prior school that correspond with Colorado Academy’s curriculum. Transfer courses that are given CA credit are listed on the transcript. However, these courses are not included in the student’s cumulative grade point average and transfer school grade point averages are not listed on the Colorado Academy transcript.

35. **Tutoring**

CA strives to help all students achieve to the best of their ability. At times, some students face a particular learning challenge. After exhausting available options for on-campus support from a student’s teaching team, the school from time to time will recommend that a student receive outside tutoring.

Tutoring is typically needed only for a defined period of time, until a student can return to working comfortably without assistance. Students are expected to use tutoring infrequently and with specific goals that are temporary.

The School does not have an “approved” list of tutors, nor do we have a review or evaluation system that screens tutors, assesses tutors’ pedagogical skills or places them under any kind of School supervision or oversight. Tutoring arrangements are made off-campus at times convenient for families and not in conflict with regular School obligations. Tutors are not allowed on campus without express permission from Division Principals.
III. Students: Policies & Expectations

A. Purpose and Goals

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others. Students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations can result in serious consequences, up to and including suspension or dismissal from the School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

The policies and standards apply any time a student is enrolled in the School, including when a student is off campus; is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, whether at the School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is evaluated on its individual merits.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School’s standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may be treated as a major School rule violation.

Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules, toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

B. General Conduct

Colorado Academy believes the quality of one’s character is learned and regular practices of those actions that define good character are essential to developing the whole child. All members of the School community are expected to treat one another with civility, respect, tolerance, and humility; each is expected to take responsibility for his or her actions, ensuring that an individual’s behavior enriches our School and the broader community. Students are expected to respect School property and the personal property of other people.

We strive to develop self-awareness in students and aspire as a School to serve the greater good. Parents play an important role by modeling for children respect for education, for faculty and staff,
and for the School. CA’s character and conduct work with students is age-appropriate and based on best practices. The underpinnings of that work with students of all ages are honesty, kindness, respect, responsibility, citizenship, and safety. In addition, students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike, disruptive, or disrespectful conduct may be asked to leave the event, may not be allowed to attend future events, and may be subject to separation from the community.

C. Behavior in Classrooms, Hallways and Walkways

Students are expected to behave in ways that are appropriate to a shared learning environment. Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student’s mouth, not walking while viewing an electronic device, not playing in the corridors, not blocking entrances or walkways, etc.

D. Child Abuse Reporting

Schoolteachers and other personnel are mandatory reporters under the Colorado child abuse reporting laws. Please understand that we must take our obligations seriously, and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse or neglect. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we endeavor to protect the children under our care.

E. Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family. This could include individuals in the child's family, or a coach, counselor or teacher.

Because of our concern for student safety, all employees are screened through the School’s criminal background review process. Although the School performs such screenings on employees, the School cannot attest to an employee’s future conduct, or to the background of the various parents or other adults whom their child may associate with away from School and whether on or off school property.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children’s friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents have a responsibility to report any suspicious behavior or concerns about student safety to School administrators and officials.

If parents see a stranger on campus, not wearing a visitor ID, they are to immediately call security at the number listed on the back of the Parent ID.
F. Appropriate Student-Teacher Relationships

Appropriately supportive relationships between students and teachers foster learning. It is the student’s as well as the teacher’s responsibility to respect boundaries appropriate to this academic relationship. Communication should be limited to school hours and to established means of CA official communication (such as CA email or Google Messages). Students should refrain from texting or communicating with teachers using social media. Similarly, faculty-student contact should be limited to the school day and school-sanctioned events. Any unwanted or inappropriate contact or communication between teacher and student should be reported immediately to the appropriate school administrator or one of the school counselors.

If a student or the student’s parents become aware of any adult’s (whether the adult is a school employee, contracted staff, volunteer or otherwise) communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the School Counselor or administrator of the division.

Some behaviors that should not occur and which should be reported are listed below. An employee or volunteer should not:

- Call students at home for matters outside of school, co-curricular or extra-curricular activities.
- Touch students or their clothing in non-professional ways or inappropriate places, or touch a student with aggression or in frustration.
- Make personal comments (about a student’s clothing, hair, personal habits, etc.)
- Send emails, texts or notes to students of a personal nature.
- Flirt or ask a student on a date.
- Visit students to “hang out” in their hotel rooms when on field trips or sporting events or when the student’s parents are not at home.
- Ask students to sit on a teacher’s lap.
- Tell secrets, or tell the student not to repeat something that is a secret.
- Swear or make inappropriate sexual, racial or ethnic comments.
- Invite students to visit the adult’s social networking profile or become a “friend” on a social network.
- Tell inappropriate jokes.
- Date or engage in consensual relationships with students.

G. Clean-Up Duty

As part of our ongoing desire to promote a healthy and proactive community, students are assigned to do community clean-up during the school year. Students are required to tidy up student lounge spaces and locker banks, pick up trash, clear backpacks from hallways, take recyclables to the appropriate bins, help clean up the dining room after lunch, and return any dishes or plates in the school back to the dining room.
H. Cooperation with School Staff

Students and parents are expected to be honest with, cooperative with, and respectful towards School staff at all times.

I. Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for dismissal. Violations of law that occur off campus during or after the school day, will be subject to review under School rules. While the school is mandated by law to report certain types of crimes to authorities, the school may go beyond mandates to report criminal activity to law enforcement and will do so at its sole discretion.

In the case of offenses that occur at the end of the school year, the School may require discipline to be served during the summer. Transcripts and other reports pertaining to the student’s academic standing will be withheld until the completion of the assigned discipline. All decisions involving suspension or dismissal are subject to the final approval of the Head of School and the division principal.

J. Destructive Acts

Students and parents should govern their actions by the values of respect for self, persons, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, threats to harm others, or similar conduct is prohibited.

K. Displays of Affection

Students are prohibited from inappropriate displays of affection, such as kissing, fondling, sexualized hugging or touching, or other such behavior, anywhere on campus, on School buses, or at a School-related event.

L. Sexual Activity

Sexual activity, including intercourse and other sexual acts, between students is prohibited at Colorado Academy and at all school events (both on campus or off). Sexual activity on campus and at school events represents a violation of the trust of the community, impacts our learning environment, and is inappropriate. We know sexual activity can occur among adolescents. We also know that many behaviors in which they engage can put them at risk for a variety of mental and emotional issues, unintended health outcomes, and potential legal ramifications. They do not possess the capacity to manage the results of sexual activity. Violations of this policy, even in cases of effective mutual consent, may result in both parties being expelled or facing disciplinary consequences from the School.

M. Sexual Assault

Sexual assault is unwanted, non-consensual, sexual contact ranging from sexual touching to penetration. Sexual contact includes any intentional sexual touching, however slight, with any body
part or object, by any person upon another person. Sexual touching includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner. People can be assaulted by someone they know — a friend, a classmate, a family member, or an intimate partner. All members of the Colorado Academy community are expected to conduct themselves in a manner that does not infringe upon the rights of others. We believe in a zero tolerance policy for gender-based misconduct.

N. Sexual Assault Incidents

Any such incident of sexual assault as described above occurring on School property or at a School event must be immediately reported in accordance with the Harassment and Bullying Policy. Should the school become aware of allegations of sexual misconduct between students, the school will do its best to investigate and, depending on the circumstance and what is required by state law, may report the incident to law enforcement authorities. Investigating claims of sexual assault, particularly cases that are off campus and not related to school events, is beyond the school’s ability to investigate and will be referred to authorities. Any allegation of sexual misconduct and/or assault, whether on campus or not, or whether proven or not, might result in the alleged perpetrator or others encouraging or assisting the perpetrator being suspended or dismissed from Colorado Academy. The Head of School has the discretion, in his or her sole judgment, to remove any student at any time whose behavior violates the standards of Colorado Academy. When an allegation of misconduct is brought to the administration’s attention, and a student is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

O. Dress Code and Appearance

CA expects students to dress in age-appropriate, modest attire. The School acknowledges that choice of clothing is deeply personal and a means of self-expression. As a school, we value the voices and choices of individuals, and these are always in balance with the good of the community. We are a school community that includes Pre-K-12th grade students, as well as adult staff, faculty, and visitors. Our dress should reflect our respect for our school community. Students should wear clothing that is comfortable and practical for their various learning environments, using maturity and self-regulation to select clothing that will not offend others or violate health or safety codes. The choice to wear clothing that is not in compliance will lead to appropriate divisional consequences. As such:

- All clothing must be neat and clean.
- Clothing may not make references to drugs, alcohol, or profane language.
- Footwear must be worn at all times.

We strongly recommend that all sweatshirts, coats, jackets, hats, mittens, and boots be labeled with the student’s name. This applies to athletic wear, as well. At the end of each trimester, we donate unclaimed children’s clothing from our Lost and Found to charity.

**Upper School**

Students should understand that clothing that reveals their underwear, chests, stomachs, backs, or bottoms may be offensive to others in the community, and that choosing to wear such articles may generate a conversation with another student or adult on campus.
Lower and Middle School Clarification

- Shorts and skirts must be mid-thigh in length (with both your balled fists comfortably at your sides, your hem should be no shorter than the length of your index finger).
- Shirts must extend well below the waistline of one’s pants (hold both your hands straight above your head, and your mid-section should be completely covered by your shirt and pants).
- Tank top straps for girls must be three fingers in width; boys may not wear tank tops.

The following are not permitted:

- Clothing with words printed across the buttocks.
- Scooped or low-cut necklines and backless tops.
- Clothing with school inappropriate language or messages

Additional information regarding weather restrictions in the Lower School:

- Lower School students are required, given typical seasonal weather, from Thanksgiving to Spring Break, to wear long pants or leggings/tights at all times and to wear a jacket or heavy sweatshirt when going outside.
- On snowy days when there is outdoor recess and sledding, students are required to wear jacket, gloves/mittens, hats, snow pants, and boots.
- No hats of any kind are to be worn in the building. Open-toed sandals with ankle straps are permitted, but no flip-flops.

P. Dress Code Violations

Violations will be addressed in an age appropriate manner in each division by teachers and the principal.

**Middle School:** Any time a student is out of dress code s/he will receive an infraction and be asked to contact a parent so that appropriate clothing may be delivered to the School. While waiting for the clothing to arrive, s/he will be provided a CA logo t-shirt or sweatpants to wear on top of his/her current attire. The child is responsible for returning the loaned clothing to the MS administrative assistant. Failure to return the clothing will result in a $30 clothing replacement fee.

**Upper School:** If there is more than a single occurrence, the student’s advisor or teacher will call the parents/guardians and enlist help from home. Older students who receive more than one warning about Dress Code may receive appropriate School consequences. At the beginning of the School year and as necessary, students are reminded of dress code expectations.

Q. Drugs, Alcohol and Tobacco

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages, drugs that are illegal under State or Federal laws, and/or other mind-altering substances (including synthetic salts or other substances) on or off School property or at School-related activities. Off- premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited and subject to school discipline. “Medical Marijuana” or any cannabinoid-based medication, or drugs that are illegal under Federal law prescribed to students and adults,
will not be allowed on campus or on school field trips. The use or possession of tobacco products, including electronic cigarettes or vaporizers, is not permitted on campus or at School-related events.

Parents are not permitted to use, possess or be under the influence of any alcoholic beverages, drugs that are illegal under State or Federal law, and/or other mind-altering substances on School property or at School-related activities, including but not limited to school dances, athletic games, and arts performances.

Please see additional information on page 47, item #4.

1. Testing

Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract; or (d) when off-campus use comes to the attention of the School.

The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of School policy and will result in serious consequences, up to and including dismissal.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. This policy prohibits the misuse or abuse of medication. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School. Students must not share any self-carried medications with any other student or person.

2. Consequences

In addition to determining the appropriate disciplinary action pursuant to the School’s Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: dismissal from school; determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor’s office for a time period and at intervals to be determined by the School’s administration.

3. Sanctuary Policy (Drugs and Alcohol)

The School’s Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences; as a way of letting students know that their health and safety are of paramount concern, the School wants to encourage students to ask for help should they find
themselves impaired or ill. Any student may invoke this policy on his or her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff or administration at CA and using the term “Sanctuary.” Sanctuary may be invoked due to the ill-effects of recent ingestion of a banned substance, chronic substance use or abuse, or past use or abuse that may be impairing functioning at School. If a student is already involved in the disciplinary process due to alcohol or substance abuse or has already been requested by the School to submit to a drug/alcohol screening, this Sanctuary Policy may not be invoked.

If a student invokes Sanctuary, he or she is immediately referred to the School Counselor for his or her division. The student’s parents, advisor and division Principal will also be notified of the student’s invocation of the Sanctuary Policy.

4. Adults and Alcohol, Drug and Tobacco Use on Campus

For those over the age of 21, use of alcohol, drugs (including marijuana), and tobacco is forbidden on campus. The only exception for alcohol use on campus is for School-sponsored events, organized for parents and alumni, during which alcohol is served. Being under the influence of alcohol or drugs on campus poses potential safety threats to the School community. Parents suspected of being under the influence will be asked to leave campus and might face disciplinary sanctions from the School.

R. Fights or Physical Altercations

Fights and physical “horseplay” of any kind are prohibited and may lead to disciplinary consequences for all of the individuals involved.

S. Food & Drink

Food and beverages will be consumed only in designated areas and at designated times.

T. Gift-Giving Among Students

Giving gifts, which is essentially a private act between two friends, becomes a public act when done in a school community. This can lead both to awkwardness and hurt feelings. We discourage students from exchanging gifts at school, and if students choose to do so, it should be done as privately as is possible.

Some advisories have gift exchanges in the week before Holiday Break. Students may not spend more than $15 total for the gifts for that week, and we ask parents to support us in enforcing this guideline.

U. Harassment/Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or “bullying” against any person for any reason. Harassment includes, but is not limited to: slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, gender, sex, sexual orientation, ethnicity, national origin, citizenship, or disability. Harassment
also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to: physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur via any type of method, including face-to-face communications, phone, text, email, postings on social media, (Facebook, Instagram, etc.), camera phones, or other forms of technology.

Note that CA’s expectations are in keeping with the most recent Colorado State “Kiana Arellano” cyberbullying law which says an action may constitute cyberbullying when a posting is either direct or indirect, meaning an online posting need not be sent directly to an individual victim to fall under the statute. Any offensive conduct, on or off campus, on a School bus, or at a School-related event, creates an uncomfortable School environment.

All concerns relating to harassment or bullying should be reported immediately to the division principal.

We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student or adult found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, and could face potential legal consequences.

No adverse action will be taken against any person who makes a good faith report of harassment or bullying. However, students and parents found to have made false or frivolous charges of bullying, sexual or other harassment will be subject to disciplinary action, including, without limitation, the possibility of suspension or dismissal from the school. Retaliation in any form against anyone for making a good faith complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

V. Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. “Hazing” means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily or emotional injury to an individual for purposes of initiation or admission into or affiliation with a student organization. Hazing includes, but is not limited to, forced and prolonged physical activity; forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption, or forced consumption of any substance not generally intended for human consumption; and prolonged deprivation of sleep, food, or drink.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to his/her Division Principal. The failure to make such a report is also a violation of this policy.
All forms of hazing run contrary to the values of this School. When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Hazing is also strictly prohibited in team sports. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

W. Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community’s expectations. A student’s dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

X. Language

Students and parents are prohibited from using profane, obscene, bigoted, or other types of offensive language or gestures on campus or at School-sponsored events.

Y. Leaving School Campus

It is a serious infraction for any student to leave campus without authorization. Students who do so are subject to disciplinary consequences, and may be required to submit to a drug or alcohol test.

Z. Lockers

Students are provided with lockers. Students should not write on lockers or apply stickers that cannot easily be removed. Lockers should be closed and locked at all times. Celebratory covers on a locker (e.g., birthday) must be removed after one week.

Storage of backpacks or clothes is not allowed outside of classrooms, in the breakout areas, or in the lobby or hallways. Large items (e.g., cellos, oversized equipment bags) should be stored on the storage shelves in the main lobby or other designated areas.

Lockers are the property of CA. Students exercise control over their locker from other students, but not from the School and its officials. The Division Principal and his or her designee, as well as law enforcement officials, have the right to open and/or search lockers at their discretion without prior notice or consent. School and law enforcement officials have the right to seize items found in lockers. The School also reserves the right to conduct random searches of School lockers throughout the year. The School will not be held responsible for lost or stolen items.

AA. Off-Campus Behavior

The School does not wish to unnecessarily involve itself in a student’s off-campus behavior. However, the School’s rules and regulations apply at all times a student is enrolled in School, including when a student is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks, including summer break. The School reserves the right to take action to the extent that off-campus
behaviors impact the individual’s ability to continue at School or affect other students’ or employees’ experience on campus.

We expect students to avoid all types of behavior that may be harmful to one’s or others’ body, self-esteem, or health. As examples, off-campus Internet and social media activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from School.

**BB. Property and Responsibility toward Other Students**

- Because CA is a Pre-K through 12 institution, older students are asked to behave as role models and to be sensitive to the age-specific considerations of younger students who use the many facilities on campus.
- Upper School students should not visit the Middle School or Lower School buildings during the School day unless they have a specific class in those buildings.
- Students are asked to be conscious and caring of our School environment.
- Indoor and outdoor common areas are the gathering places for students and, as such, are subject to regular and often heavy use. It is our collective responsibility to maintain and use these spaces responsibly.
- Care for property and privacy must also extend to the School’s neighbors. The CA campus is surrounded by private property, all of which is off-limits to CA students.
- Use of Slater Field and school property across Pierce Street is restricted. Students may only use the field under the direct supervision of a teacher or coach.
- The operations facility is off limits to students.
- Students must abide by restrictions for those spaces set aside for faculty use. This includes faculty desks in classrooms.
- Students at Colorado Academy do not have open access to the CA swimming pool.
- Lower and Middle School students may use the swimming pool only if their classroom teacher or the PE staff supervises them. Because the pool is an outdoor pool, it is only open for swimming during part of the fall and spring seasons. Classroom teachers will notify parents if their classes are going to use the pool, so that students can bring swimsuits and towels to School.
- Swimming or wading in Woody’s Pond is prohibited.

**CC. Pets on Campus**

Family pets need to be left at home at all times for health and safety reasons. They should not be in attendance during the School day, or at special occasions such as Homecoming or Giant Relay Day. This means that animals may not be brought onto School property for any reason (e.g., parties, games, and activities), and may not be brought to School-related events on or off campus.

In the Lower School, if a student wishes to bring a family pet for Show and Tell, a brief visit can generally be accommodated. Parents need to discuss the visit ahead of time with the teacher and, if approved, remain with the animal at all times. The pet will need to enter and leave the classroom through the outside door.
DD. Use of Unmanned Aerial Vehicles or Drones on Campus

Colorado Academy prohibits the use of unmanned aerial vehicles or drones flying over school property, except with the advance consent of the Head of School, and notification of division heads and the Director of Security. Use of drones operating over Colorado Academy property must comply with all FAA requirements and guidelines.

EE. Plagiarism and Cheating

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student’s work is responsible for the actions of the other person.

Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one’s own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. Disciplinary action for plagiarism may include receiving a failing grade, being put on academic warning or academic probation, being suspended or dismissed from the School, or other consequences.

In the Middle and Upper Schools, students who plagiarize or who cheat will be written up by the teacher on an Incident Report. The advisor, the Principal and the parents/guardians will be informed, and the student will receive a zero on the assessment. A second offense will always lead to a Disciplinary Committee hearing in the Upper School, or a meeting involving the Middle School Principal and parents in the Middle School. In the upper school, a second offense may result in a student’s suspension or expulsion from the school. In the Middle School, a letter will be sent home describing the seriousness of the situation and consequences which may result should it happened again. A third offense in the Upper School will typically result in expulsion; a third offense in the Middle School is referred to the head of school for a decision about consequences which may include suspension or expulsion.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else’s work as his/her own.

FF. Pornography

The possession, viewing or distribution of pornography on campus, in either electronic or hard copy form, is a violation of School rules. The School reserves the right to determine what material is considered pornographic, and to enforce appropriate disciplinary consequences.

GG. Technology

1. Cell Phone and Personal Electronic Device Use Policy

Use of cell phones during the school day is prohibited. Student cell phones are subject to the Technology Acceptable Use Policy, including the provisions relation to the School’s right to inspect any cell phones brought onto campus. In testing situations, teachers may require that students remove certain technology from their persons, including smart watches, phones, or other devices.
a. Lower School

Lower School students are strongly discouraged from bringing personal electronic devices (including iPads and other tablets, iPods, Apple Watches, Nooks, Kindles, handheld gaming devices, cell phones, and laptops) to school. With parent permission, students may bring electronic devices for use during the bus ride to and from school. All bus riders using devices must comply with the School’s Technology Acceptable Use Policy. In rare cases, students may be asked to bring an electronic device for a specific classroom use. Cell phones must to be kept in student lockers throughout the day and their use during the school day is prohibited.

b. Middle School

Students may have cell phones on campus, but the phone must be stored in lockers upon arrival at school until 3:30 p.m. This prevents unnecessary distractions from learning.

c. Upper School

In order to promote a greater sense of community and a focused learning environment, cell phone use is restricted in the Upper School. Students may only place calls outside of the building, provided they are not interrupting any school business. During the day, phones should be turned off. In classrooms, phones should not be used to place calls or send texts. Texting is permitted when students are in designated student lounges and on their own free time. There may also be times when teachers will allow the use of smart phones as part of the business of the class. Unauthorized use of phones (e.g., inappropriate calling or text messaging) is prohibited and may result in cell phones being confiscated and held in the main office.

c. Dining Hall – Cell Phone Free Zone

CA requests that students refrain from using their cell phones whenever they are in the dining hall.

2. Technology Acceptable Use Policy

a. Purpose

The purpose of providing access to computers, iPads, and other technology in the labs, libraries, classrooms, and other spaces is to support the educational mission of the School. The purpose of the Colorado Academy network and its connection to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of such resources should be limited to those activities that support the School’s educational objectives.

b. Scope

All persons using electronic devices such as computers, iPads, cell phones, or other technology on School property, over the School’s systems, or at a School-related event are required to abide by these policies.

c. Privilege

The use of the School’s systems is a privilege and not a right. Inappropriate or illegal use of the School’s systems or of the Internet as determined by the School administration may result in the revocation of access privileges, confiscation of devices, and possible disciplinary responses, including dismissal from the school.
d. Personal Responsibility

Colorado Academy will take reasonable steps to ensure that student use of technology resources is appropriate; however, appropriate technology use is ultimately the responsibility of the student, and in general, requires efficient, ethical, and legal utilization of all technology and network resources. To the extent that a student brings any electronic devices to School (cell phones, laptops, iPads, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. All technology should be used in a responsible, ethical, and legal manner.

e. Internet Access

Access to the Internet is available on Colorado Academy's network. On such a global network, it is impossible to control access to all materials and controversial information. The School believes that the valuable information and interaction available via the Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of the School. In the Lower School, students may not use the Internet without the supervision of an adult.

f. Content Filtering

The School provides content filtering on devices accessing the Internet through the School's network. The primary purpose of content filtering is to reduce accidental viewing of inappropriate material. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Purposely obtaining explicit material will be considered a violation of School rules.

g. Appropriate Behavior

Students may not use their email accounts or electronic devices in any way that is a violation of the law, harassing, or disruptive to the educational environment, including accessing, publishing, displaying, or printing any obscene, threatening, offensive, inappropriate, or illegal material. In addition, students should not send text messages to other students during class or use their devices, text messaging or email accounts in any other way that violates a School rule or policy. Please see sections above on Harassment and Bullying for additional information on appropriate behavior.

h. Photographs and Recording

Students may not capture, record, or transmit an image or video of any person without his or her permission. The use of any recording equipment at any time in a locker room, bathroom, or locations in which inappropriate or privacy violating images could be obtained is strictly prohibited.

i. Internet Safety

Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security number, credit card number, etc.) over the Internet. Students also should not meet with someone who they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.
j. **Software and Licensing**

The school may provide access to certain software depending upon applicable licenses. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. The use of illegally obtained software is strictly prohibited. The School will not, in any way, be held responsible for a student’s own software brought to School for personal use.

k. **Network Access/Passwords**

Each student is provided a personal login to access the School’s network. Students may store documents in a personal folder on the network server or provided cloud storage. Students should be aware that the School does not guarantee the functioning of the School’s systems or devices, and work may be lost.

Accessing the accounts, files, or communications of others without appropriate authorization is prohibited. The School reserves the right to monitor network usage and to limit or block access for any user who uses excessive amounts of network resources of bandwidth. Attempting to impair the network or to bypass restrictions set by the technology department, circumvent any security or filters, obtaining another user’s password or rights to another user’s directory, files, or e-mail is a violation of School rules and in many cases is also a violation of the law.

Taking advantage of a student who inadvertently leaves a computer or device without logging out is prohibited. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Students should guard their password. They are responsible for any activity done on the School’s system under their password.

l. **Email Accounts**

CA provides students from 5th through 12th grades with an email account designed for School-related communication and collaboration, e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc. "Global" email blasts, invasive or offensive emails are forbidden.

m. **Creating of Third Party Accounts**

The School reserves the right to create accounts for students with third-party services for educational purposes such as Apple, Google, Microsoft, and other companies. Some of these accounts may require personal student information such as names and birthdates.

n. **Classroom Use, Tests and Exams**

Teachers may choose at their discretion to prohibit the use of any electronic device during a particular lesson or activity for a specific student or group of students. Any student found to have an electronic device in his/her possession and turned on during a test or examination without permission from the teacher will be presumed to have used the device to cheat and will receive a zero for the test/examination. All teachers reserve the right to ask students to remove all cell phones from the room during such periods.

o. **Copyright**

Students must abide by all copyright laws and use proper citation for information, images, sounds and video files, or other data retrieved online or found elsewhere. Plagiarism will not be tolerated.
p. Printing
There is a print quota system. Each Middle and Upper School student will be issued an ample number of pages per month printing credit. When the credits have been used, the student may petition for additional credit.

q. Computer Care
Members of the School community may not abuse, tamper with, or willfully damage any technology equipment, or use technology for other than appropriate work. Students may not install any software on School computers. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

r. School’s Right to Inspect
The School reserves the right to inspect all electronic data and usage occurring over the School’s network or on School property without prior notice. The School also reserves the right to access student email accounts, text messages and information available on the Internet and to discipline students for any violation of these guidelines. The School may also inspect user directories for inappropriate files and remove them if found and take other appropriate action if deemed necessary. The School also reserves the right to inspect any personal electronic devices brought onto campus, including cell phones. In such cases, students must provide any passwords to inspect the device upon request by a School administrator. The student should not assume that any messages or materials on his/her device or the School’s systems are private or that deleted messages, data, or information are necessarily removed.

s. Disclaimer
Colorado Academy’s technology, network and Internet system is to be used for educational and professional purposes. All activity on systems and networks may be monitored, logged, reviewed by system administrators, or discovered in legal proceedings. In addition, all data created, stored, transmitted or received on School computers and networks may be subject to monitoring. There is no expectation or assurance of privacy or warranty of any kind, either expressed or implied, or that all services provided through this system will be error-free or without defect. CA does not guarantee the functioning of any device, server, or the network, and it is not liable for any service interruptions or inconvenience, including lost data sustained in the use of any computer, iPad or other hardware or software.

3. Social Media, Social Networking, and Off-Campus Policies
Social media encompasses a broad array of on-line activity, including social networks, anonymous sharing sites, messaging, and other similar on-line or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School’s position regarding a student’s use of social media or networking.

a. Use at School or a School-Related Event
Students should not access social media and/or social networking sites while on School property or at a School-related event unless directly related to an academic assignment.
b. Use Away from School Property

It is not our goal to regulate a student’s personal on-line activities when not on School property or at a School-related event. Please understand, however, that the School reserves the right to regulate certain activities that might impact a student’s relationships with other students or employees of the School. All students should ensure that they are familiar with the School’s conduct policies to avoid any on-line communications that might violate those policies.

For example, students should ensure that their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, threatened, or harassed in any way, the activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators may periodically check such sites and may determine that off-campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community (except the student’s parents) on any social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of or regarding students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) are prohibited. Students should be aware that electronically transmitting sexual images of themselves or others (whether to adults or to other minors) is an illegal activity, and the School reserves the right to act on this type of behavior, including reporting to legal authorities.

Students are not permitted to use the School's name, logo, trademark, or service mark in on-line activities without the explicit permission of the School administration. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's publications. Finally, students are not permitted to disclose any confidential information of the School, employees, students, or parents.

What a student publishes on personal on-line sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

4. Borrowing Equipment from the School

Colorado Academy may provide technology equipment, such as a laptop, iPad, camera, charger, or accessory to a student on a temporary basis for their lawful use to assist with their academic work. This use by the student is intended for academic purposes only.

Students are responsible for returning equipment in good working order and exercising care in preserving any borrowed equipment, components, cords, or other accessories while in their possession. The School may request the immediate return of any borrowed equipment at any time for any reason.
During the term of use, students are responsible for the cost of repair or actual replacement costs resulting from any damage due to misuse, abuse or loss that is not caused by normal wear and tear (including, but not limited to, theft or breakage) as determined by the School.

5. Viruses and Malware

Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses and malware can be transmitted to and from any computer. The School is not responsible for the transmission of any virus or malware or for damage suffered from a virus or malware.

6. 1:1 iPad Learning Program

a. Purpose

CA’s 1:1 iPad Learning Program enhances our existing curriculum and supports a variety of learning styles, providing portability and an equitable platform for all students.

b. Use

The use of the iPad (and all electronic devices while at school) is subject to the Technology Acceptable Use Policy. Parents are responsible for appropriately monitoring iPad usage while at home or after school hours.

c. Ownership

For most grades, Colorado Academy provides iPad devices and necessary licensing. For parent responsibilities and iPad specifications, please see the iPad Program details on the CA Website.

1. 5th – 8th Grade

- Colorado Academy will provide an iPad for students in 5th-8th grade.
- Students must use the School-provided iPad.
- Students are only permitted to download apps with the permission of a teacher or the technology department.
- Families are responsible for purchasing an iPad case with an integrated keyboard.

2. 9th – 12th Grade

- Colorado Academy will provide an iPad for students in 9th grade. Students will keep their iPads until the end of grade 12, when devices will be returned to the school.
- Families must provide an iPad case that provides protection for the iPad.
- Colorado Academy will provide the necessary licensing for all required iPad apps.
- Students in grades 10-12 must provide their own iPads.
- Students new to CA in grades 10-12 must provide their own iPads.

d. Damage

For school-owned iPads, Colorado Academy will cover the repair costs for any defects in material and workmanship when used in accordance with Apple’s published guidelines.
(limited warranty). In the event of accidental damage, Colorado Academy will repair or replace the iPad for a fee of $50 billed to the family. In the event of loss, theft, or damage that is not covered (as determined at the sole discretion of Colorado Academy), families will be billed for the replacement or repair cost of the device as determined by the School.

e. **Apps & Textbooks**

A license for all necessary iPad apps will be provided by the School at no additional charge. The cost of textbooks is the responsibility of the student’s family.

f. **Loaner iPads**

Since iPads are an integral part of the Colorado Academy curriculum, students who are in the process of having their iPad repaired may request a temporary loaner iPad.

**HH. Truancy**

A student is truant if he/she is absent from School without the permission of a parent or guardian or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

**II. Valuables and Personal Property**

Bringing valuable items to School (e.g., laptop computers, cameras, iPods, etc.) requires responsibility on the part of the student. A student bringing a valuable item should keep it under lock or supervise it at all times; make sure it is labeled with the student’s name. Money is not necessary or appropriate at CA unless the teacher requests it for some special project. Students whose possessions are missing should report their loss to a member of the School staff. The School will not be held responsible for lost, damaged or stolen items, cash, or personal property.

**JJ. Weapons, Threats and Disruptive Items**

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School, toward or about another student, employee, or the School. Unless authorized in writing by the Head of School or otherwise required or permitted by applicable law, the School prohibits the possession of any weapon, including, without limitation, any firearm, imitation firearm, pellet gun, or any other type of gun or firearm, knife, Taser, crossbow, or other dangerous weapon, ammunition or fireworks on campus, on any School-sponsored off-campus trip or excursion, or in any School bus. Any such item may be confiscated and, if appropriate, turned over to law enforcement. This policy applies to students, faculty, staff, applicants, alumni, parents, substitutes, and anyone else, other than on-duty law enforcement personnel, who enters the campus or attends any School-related event, regardless of whether the individual has a valid permit to carry a firearm.

In addition, any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion that appear to be threatening in nature will result in disciplinary consequences.

Additionally, there are items that can be disruptive to the School day (e.g., skateboards, ‘Heelys’, bikes, roller blades, snowboards, matches, lighters, slingshots, water pistols, pagers, electronic games, etc.). If in doubt about whether something is allowed, we expect students to ask a teacher or the Principal; students are expected to exercise good judgment about such matters.
IV. Students: Health and Wellness, Mental Health, Academic Support and Other Services

A. Health, Medical Forms

Colorado Academy is committed to student health and safety. The school endeavors to follow accepted practice protocols and applicable state statutes and laws. Some health forms are a requirement of attendance at CA. Please ensure that all forms are submitted in a timely way; see the Health & Wellness page on the CA website (under programs).

B. Emergency Medical Care

The School will attempt to contact parents regarding student illness or injury occurring during the school day or as part of any School program. In circumstances that warrant immediate attention, School representatives and qualified medical personnel will make decisions regarding medical treatment as they deem necessary, including transportation by ambulance to a medical facility. Parents are responsible for the financial obligation related to such emergency medical treatment. Parents must ensure that emergency information is kept up-to-date. Please remember, it is most important that the School have current home, work and cell phone numbers for parents/guardians, child care providers, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student’s parent(s) cannot be reached.

C. Illness/Injury

If a student arrives at school with a fever, it will be assumed that the student is contagious. The student will be isolated in the office and parents will be called to pick up the student. We also ask that students who experience diarrhea, nausea, or vomiting the night before remain home from school until that event is at least 24 hours in the past. It is in the best interest of students not to send them to school if they are ill or if they have a fever. Students must be free of a fever for at least 24 hours before returning to school, or if a doctor prescribes antibiotics for a student’s illness, the student must be on that medication for 24 hours before returning.

Students who become ill or injured during the school day should report to the applicable division office immediately. The School can provide basic first aid, and there is a cot for a sick student to rest. However, facilities and health care are quite limited. Therefore, parents or emergency contacts will be notified and a determination made as to whether the parent will pick up the student or allow him/her to drive home. Upper School students should never drive themselves or friends home without first consulting with divisional office staff or the Principal.

D. Concussions

If a student receives a concussion either through an on-campus activity or in activities away from school, it is the responsibility of the parent to ensure that the student is seen by a health care professional experienced in evaluating for concussion. If a student sustains a concussion through an off-campus activity, parents must notify the schools so that school professionals can help monitor the student closely. With proper permission, CA faculty and staff can confer on their observations and share those observations with the family and other professionals involved in the student’s recovery.
A qualified health care professional must make decisions about a student’s readiness to return to school and athletic activities based on the number, type, and severity of symptoms experienced by the student. The health care professional should also offer guidance about when it is safe for a student to return to school and appropriate levels of cognitive and physical activity, and parents are asked to share that information with the school, coaches, and trainer. If the child is a student-athlete, Colorado State Law requires a healthcare professional to sign off before an athlete is cleared to play. Parents must submit this to the school’s the Athletic Trainer. Colorado Academy strongly recommends that the athlete complete the six-step “Return to Play Protocol,” whether with a physician or a CA Athletic Trainer.

E. Medications at School

Medication will be administered by the school nurse, health assistant, or other School designee only when the following requirements are met. For purposes of this policy, the term “medication” includes both prescription and non-prescription medication. The term “non-prescription medication” includes, but is not limited to, over-the-counter medications.

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student’s name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.

2. The School shall have received written permission to administer the medication from the student’s health care practitioner with prescriptive authority under Colorado law.

3. The School shall have received written permission from the student’s parent/guardian to administer the medication to the student. Preventative measures such as use of sunscreen or bug spray require parent/guardian authorization prior to use.

4. The parent/guardian is responsible for providing all medication to be administered to the student (including over-the-counter medication).

5. Parent/guardian is requested to be personally responsible for the delivery of student medications to and from school, and should hand them directly to the health assistant or divisional administrative assistant.

6. Any unused medication will be available for pick-up at the end of the school year by the parent/guardian. Any medication not picked up by the last weekday in June will be discarded. Unused medication will not be sent home with students.

7. Prior to the start of each school year, parents must submit necessary medical information and authorization forms. All medication forms must be renewed annually as health needs can change. It is essential that parents submit this information in a timely manner, meeting school deadlines for compliance.

8. “Medical Marijuana” or any cannabinoid-based medication, or drugs that are illegal under federal law prescribed to students and adults will not be allowed on campus, at school-sponsored events or on school field trips. Violations of this policy will be subject to disciplinary consequences.
F. Self-Administration of Medication

Students may be granted the privilege to self-administer routine medications on a case-by-case basis in consultation with divisional principals, RN, parents, and the student. Approval will be granted based on a number of factors, including a student’s age, level of responsibility and demonstrated skill level necessary to use the medication. An individual health care plan must be on file for medications related to asthma, allergies or anaphylaxis, and the plan must address carrying and self-administering emergency medication. Upper School students may be allowed to carry and self-administer one day’s dose of prescription or non-prescription medication. Medications shall be confiscated and self-administration privileges shall be revoked if the student shares medication with others or inappropriately self-administers. Back-up medications will be required and kept in the Divisional Health Office.

G. Medications: Field Trips and School Sponsored Off-Campus Trips

The school’s medication policy applies to all travel trips. Medications shall be packaged and labeled with the name of the student, medication, route, time to be given, and any special instructions. Staff members delegated by the Registered Nurse to perform this task shall be permitted to administer medications and shall document all medications given.

In some instances students do not take medication during a regular school day but will need to take medication while on an overnight school trip. Parents are responsible for the completion of the appropriate medication authorization form before a student will be permitted to participate in the travel trip.

1. Special Rules and Clarifications for Student Medications on Travel Trips

   a. Chaperones and interim vendors can only administer medication to students if we have current medication permission forms signed by both the parent and the student’s health care practitioner with prescriptive authority under Colorado law.

   b. Parents must provide the medication in the original packaging. If it is a prescription medication, the student’s name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container. If your child needs to continue to take a prescription medication prior to trip departure and after you turn medications in to the school, remove a portion of the medication to leave at home and turn in an appropriate quantity for the trip duration in the original packaging.

   c. Lower and Middle School students will not be allowed to carry their own medications during off-campus trips. Medications will be kept in the possession of either the CA Staff or third-party vendor.

   d. Upper school students are expected to self-carry their own medications (except controlled substances), self-manage those medications, and self-administer them in accordance the self-carry medication policies.

      ▶ The documentation requirements for parent and doctor signatures must still be met.
Parents are required to inform the school prior to the trip departure what medication their child will be carrying, plus submit the required documentation as noted in a. above.

Prescription label must have: student name, drug name, dosage, time for administering, and name of health care provider and current date.

Students are not permitted to self-carry or self-administer controlled substances, including stimulants such as ADHD medications, narcotic and psychotropic medications. All controlled medications, must be kept in the possession of either the CA staff or third-party vendor.

Medication will be confiscated and self-carry privileges will be revoked if the student shares medication with others and/or is unable to safely comply with the self-carry guidelines. Any violations of this policy will result in discipline, which may include dismissal from school.

e. Medications must be turned in 5 school days prior to the trip departure date. The trip leader will not accept medications on the day of the trip departure.

H. Health Information Sharing

Student health-related information, including, but not limited to, information relating to contagious diseases, drug treatment, testing, medical and mental health records will be shared with school personnel, volunteers and vendor representatives, as needed. This information may also be shared by the School with the Colorado Department of Health, other health professionals, or law enforcement personnel, to meet the medical or safety needs of the student and the community or the School’s legal responsibilities.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School endeavors to safeguard the confidentiality of student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. The School will endeavor to notify the student and/or parents/guardians in advance in the event of a disclosure required by law.

I. Food Allergy Policy

The School recognizes that food allergies, in some instances, may be severe and even life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with severe allergies to the above-listed foods can suffer more serious consequences. The School request that parents not send snacks or lunches to school that contain peanuts, tree nuts, or nut oil products.

The School cannot guarantee that a student will never experience an allergy-related event while at school or on a school-related activity or trip, but we are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.
For children with severe allergies, the child’s family is responsible to notify the School, in writing, of the allergies. Working in conjunction with the family physician, the family should submit written protocols for the student. The School Nurse will work with parents to implement reasonable protocols in the form of an Allergy Health Care Plan.

The School will endeavor to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present, as we cannot monitor products brought to school by students, sold at athletic events or special student sales, products brought for potlucks or celebrations, or served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

The School organizes various trips and programs and contracts with various vendors to support Interim, exchange, or other programs. Vendor may manage allergies in ways that differ from the School’s approach. In some instances, these vendors may limit a child’s participation in appropriate cases. In these cases, the school would provide an alternative experience for the child.

J. Immunizations

In accordance with guidelines from the Colorado Department of Public Health and Environment (“CDPHE”), Colorado Academy will collect immunization records for all students. Students may be suspended if their immunization records are incomplete. The School utilizes the Colorado Immunization Information System (“CIIS”) to help maintain current immunization records. Immunization information from the State of Colorado can be accessed at www.coloradoimmunizations.com. By Colorado State law, schools are required to calculate immunization and exemption rates for their enrolled students and make that information available for parents upon request.

K. Mental Health and Other Counseling

1. Philosophy of the School Counseling Program

The School Counseling Program considers the development of the whole student: physically, cognitively, psychosocially and ethically. School Counselors employ a developmental approach that aims to address the general stages and tasks that most individuals experience as they mature from childhood to adulthood. It centers on the development of positive self-concepts formed through experience and education. It further recognizes that feelings, ideas and behaviors are closely linked and are learned. The developmental model is systemic: it recognizes the interrelationships among the student, family, school and community and the ramifications of changes in any one of those systems.

The general objectives of the School Counseling Program are to aid students to meet the challenges of modern life armed with knowledge of their physical, social, intellectual and emotional development; become knowledgeable about educational, occupational and social opportunities; learn decision-making skills and combine these insights into personal plans of action.
2. Overview of the School Counseling Program

The School Counseling Department is designed to support the mission of the School as well as consider the physical, cognitive and psychosocial changes in students, which shape behavior. The School Counseling Department provides a counseling program, which strives to assist our students in meeting the challenges of modern life, particularly through individual and group counseling, as well as through consultation and collaboration with parents, teachers, administrators, and community resources.

The School Counseling Department is comprised of three School-based mental health professionals available to serve students in all three divisions. Students and/or parents can schedule appointments with the School Counselor in their division. In cases where the needs of the student warrant the involvement of an outside professional (e.g., psychologist, psychiatrist, occupational therapist, speech and language therapist, or tutoring), an appropriate referral will be made.

School Counselors strive to help all students meet their needs by providing a wide range of support, intervention and response services. While most meetings with the School Counselor are self-initiated, meetings with students are also arranged in response to requests from parents, faculty and/or other students who report concerns. All students may meet with the School Counselor on an “as needed” basis as various issues arise over the course of their schooling; however, ongoing counseling is not provided in the School setting. School-based mental health services are intended to be brief and oriented towards immediate problem solving or crisis intervention. If initial meetings with a student indicate that more intensive, ongoing counseling is needed, the student will be referred to an outside professional.

Students and parents should be aware that our School’s philosophy is that conversations with School counselors will not be treated as confidential when there is a “duty to warn.”

3. Duty to Warn

The counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student’s parents or other adults regarding the circumstances disclosed. The counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

The School Counseling Department also provides the CA community with a wide range of health and wellness programming consisting of the following topics:

- Substance Abuse Prevention
- Human Sexuality
- Mental Health
L. Academic Accommodations

1. Accommodation Plan Policies and Process

The following policy statement is intended to clarify the process by which Colorado Academy will respond to the particular needs of students with documented disabilities. A student with a qualified disability must be determined to: (1) have a physical or mental impairment that causes a substantial limitation on the student’s ability to learn or limits other major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

a. Definitions & Examples

The Individuals with Disabilities Education Act (IDEA) provides that “specific learning disability” means “a disorder in 1 or more of the basic psychological processes involved in understanding or in using language, spoken or written, which disorder may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations.” Such term “includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.” Such term does not include “a learning problem that is primarily the result of visual, hearing, or motor disabilities, of mental retardation, of emotional disturbance, or of environmental, cultural, or economic disadvantage.” 20 U.S.C Section 1401 (30).

In general, the school’s policies with respect to learning disabilities are designed to be consistent with those published by the Educational Testing Service (ETS), The College Board and ACT in their consideration of accommodations for various standardized tests, including college entrance examinations.

Some of a student’s educational needs may be met using accommodations. Accommodations do not involve modifying the material content, but do allow students to receive information or to demonstrate what they have learned in ways that work around their impairment, thereby making the student more likely to fulfill school expectations.

The purpose of an accommodation plan is to make changes in the standard delivery of academic services for students with learning disabilities who have special academic needs. A formal accommodation plan, if one is adopted, will address recommendations made by the evaluator after testing is completed, which will be enacted by the school. In appropriate cases, recommendations for outside help, including tutoring, may be made. In all instances, the cooperation of the student and family is required in order to provide the best learning experience for the student.
Sample Accommodations Provided at Colorado Academy

With appropriate documentation from an educational evaluator, the accommodations listed below may be provided to students with a documented learning disability. The accommodations listed here are examples only; the list is not exhaustive:

1. Allow for extended time on tests, quizzes, and in class assignments.
2. Preferential seating.
3. Provide a private room for testing.
4. Assistance with note taking.
5. Unless spelling is being evaluated, do not deduct for spelling, OR do not deduct for spelling in all subjects.
6. Unless calculations are being evaluated, allow use of a 4-function calculator OR use of a 4-function calculator for all math work.
7. Utilize audio books.
8. Take foreign language pass/fail or utilize a foreign language waiver.
9. Allow student to type in class notes, written assignments and written assessments, OR allow the student to have the option of handwritten class notes.
10. Allow student to circle answers on a multiple choice test instead of using a Scantron sheet.

b. Purpose

Accommodation plans do not compensate for diminished effort in the classroom and they do not compensate for a student’s inability to meet basic expectations and complete the school’s academic program. The presence of a learning disability does not constitute sufficient reason for a student not to complete assigned homework nor to turn in work after the deadline.

While accommodations for learning disabled students, including those recommended by an outside professional, will generally be considered, accommodations will not be made in every situation. Colorado Academy reserves the right to decide, in its sole discretion, which accommodations are warranted and which accommodations, if any, will be implemented by the school, taking into account, among other factors, the school’s resources, philosophy, mission, performance expectations and academic curriculum, as well as the needs of the student diagnosed with a learning disability and those of other students.

The implementation of an accommodation plan and the establishment of accommodations under such a plan should not be construed as, and do not represent a commitment by Colorado Academy to maintain the plan or any accommodations for any period of time, or to implement similar plans or establish similar accommodations for the same or other students in the future.

Colorado Academy reserves the right, in its sole discretion, to continue or discontinue any...
accommodation plans and/or any accommodations made under such plans. In situations where the school decides that it cannot meet the educational or other needs of a student, the school reserves the right to counsel the student and his/her family to seek a more appropriate learning environment.

c. Implementation

Before the school will consider implementing an accommodation plan, the student’s parents/guardians and a qualified outside professional evaluator must contact the School Counselor and provide valid documentation of a diagnosed learning disability. To be considered “valid,” the following 6 conditions must be met in the documentation:

1. **The evaluation must be conducted by a qualified professional.** The name, title, and professional credentials of the evaluator, including information about licensure and certification, must be included in the report. “Qualified professionals” generally include clinical and educational psychologists, neuropsychologists, learning disabilities specialists, and medical doctors with specialized training in the assessment of learning disabilities in children and adolescents. Use of diagnostic terminology indicating a specific learning disability by someone whose training and experience are not in these fields will not be considered acceptable. It is not appropriate for professionals to evaluate members of their own families. It is also not appropriate for an individual to be tested by someone who has any kind of prior (personal or business) relationship with the individual or the individual’s family. The School Counselors at CA can also provide referrals for testing/evaluation.

2. **Testing must be current.** While learning disabilities are presumed to be life-long challenges, the severity of the condition may change over time. As such, an assessment/evaluation must be completed and updated every three years in order to be considered and remain “valid.” Similarly, re-testing or updating any testing concerning the student’s disability should be discussed with the School Counselor.

3. **The assessment must be comprehensive.** Presenting problems and developmental history, including relevant educational and medical history, must be included. For assessments of learning disabilities, tests of aptitude and cognitive ability (such as an IQ test), measures of academic achievement, and measures of information processing must also be included, and evidence that alternative explanations were ruled out must be provided. For AD/HD, the report must document evidence of early impairment; evidence of current impairment (including presenting problem and diagnostic interview); evidence that alternative explanations were ruled out; results from valid, standardized, age-appropriate assessments; and the number of applicable DSM criteria and description of how they impair the individual. Tests used must be reliable, valid, and standardized for use on the individual’s population. When appropriate, assessments should also include classroom observations, questionnaires and/or checklists completed by the student’s teachers. The following is an example of documentation required by the College Board to justify accommodations: “Psychoeducational evaluations, including both test scores and narrative.

Standardized test scores, including standard and scaled scores. Use national norms to support both the diagnosis and functional limitation. Summary of the student’s developmental, educational, and/or medical history.”
4. **Actual test scores must be included for all measures given.** There must be measured evidence of a difference between “ability” and “achievement” in order to document a learning disability. The difference between overall ability (as measured by IQ tests) and achievement (as measured by academic achievement tests and measures of information processing) is often referred to as a “discrepancy score.”

To receive an accommodation for extended time on school tests, at least one standard deviation difference between IQ and achievement scores (as measured by all subtests tapping that particular skill) is required. The School Counselor will review all evaluation reports and determine whether accommodations are appropriate based on the data presented.

5. **A specific diagnosis for learning disabilities must be included in the report using criteria from the Diagnostic and Statistical Manual of Mental Disorders (DSM) and a numerical diagnostic code must be given.** Vague diagnoses, such as “academic problems,” “learning disabled” or “other health impaired” alone are not enough to support the development of an official accommodation plan.

6. **Each recommendation provided must be accompanied by an appropriate rationale.** The impact of the learning disability on a major life activity, as well as the degree to which this impacts the individual must be documented. This is particularly important with requests for extended time testing on college entrance exams, since students do not automatically meet qualifications by The College Board and ACT merely through the diagnosis of a learning disability or attention-deficit/hyperactivity disorder. Reviewers from the testing boards need to see specifically why extra time will allow a particular individual to more accurately portray his or her abilities on the standardized tests.

After an appropriate evaluation is completed and a report is received, the School Counselor will typically meet with the student (when age appropriate), and his/her parents to discuss the student’s diagnosed learning disability. If the school determines in its sole discretion that an accommodation plan is warranted and appropriate, the School Counselor will develop and draft an official accommodation plan, which can typically take up to four weeks to complete. After the plan is drafted and approved, a copy/record of the official accommodation plan will be given to the parents/guardians of the student and a copy will be retained by the School Counselor as well.

All students receiving approved accommodations in the classroom will have their official plans reviewed annually by the School Counselor in their division. The School Counselor will notify the student’s advisor, class dean, division head and teachers, about the student’s specific learning needs and accommodations to be implemented in the classroom.

If an US student with approved accommodations would like to apply for accommodations on the college entrance exams (PSAT, AP, SAT, and ACT), the student must contact the US Counselor at least one month in advance of the assigned application deadline; in order to complete and submit the paperwork requested by the College Board and ACT.
2. Student Disability Accommodations

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student’s medical needs or physical disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School’s policy and general guidelines for addressing such requests.

a. General Policy

In general, it is our School’s policy to provide accommodations or adjustments for a student’s minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations.

b. Request and Documentation

For any type of accommodation (including administration of medication at school), the parent must contact the School Nurse to discuss the need. The School Nurse will then advise the parent of the type of medical documentation needed, which generally will state the student’s diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

c. Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician’s cooperation (e.g., to answer a set of questions, etc.), the parent must agree to bear the cost of such process.

d. Assessment of Request

Once the parent’s request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. The School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or Nurse believe are beyond the scope of the School’s responsibility and/or ability to accommodate, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

e. Limitations on Requests

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing of medication.
3. Students at Risk

a. Mental Health and Wellness Policy and Procedures for Individuals at Risk

Colorado Academy (“CA”) is invested in the well-being and safety of the entire School community. Whenever the School is made aware of any student, faculty member, or staff member who is at risk or if their safety or health is in jeopardy or threatened, the School will respond accordingly to endeavor to protect the safety and welfare of the individual(s) at risk, as well as the School community. If a member of the CA community is aware of any student who may be a danger or threat to themselves or others, they are required to immediately notify the student’s division School Counselor who will respond, as appropriate, to the at-risk student in order to endeavor to preserve their safety and well-being. In the event that an emergency situation occurs on campus, all faculty and staff will adhere to the safety guidelines and procedures provided in the “CA Emergency Procedures Handbook.”

b. Collaboration with CA Administrators

Collaboration with the Head of School, division Heads, and Deans of Students is integral to the process of developmental counseling. It is not the role of a School Counselor to define and implement discipline measures, nor the role of other administrators to design counseling interventions. School Counselors bring to the team knowledge and skills specific to human development and psychological behavior; theories relative to the formation of self, family dynamics, substance abuse, eating disorders, mental disorders, learning disorders, safety, life skills, etc., with the underlying theories and tested interventions in support. Administrators bring a different set of skills and body of knowledge to the team. Our goals are common: the overall well-being and safety of the students we serve and the desire to provide structures and measures by which the students can respect themselves and others, develop their uniqueness, learn and grow to be successful academically and personally. Appropriate consultation and collaboration between School Counselors and Administrators to this end is not in violation of the ethical principals pertaining to confidentiality. All professionals in a school are directed and obligated to handle confidential information in a professionally appropriate manner. All professions working in a school community must subscribe to the law of the land, specifically as related to disclosure (duty to warn), privileged communication, and as mandated reporters, legally and ethically held responsible to report suspected cases of misconduct, child abuse or neglect to the proper authorities.

c. Confidentiality/ Confidentiality with Minors

Members of the school community commit themselves to maintaining professional tact and discretion with regard to any confidential information they receive. The guiding principle for extending a student’s or another faculty member’s confidence is where there is concern (“duty to warn”) about an individual’s ability to function academically, emotionally, physically, and/or mentally within the school environment. The constitutional right to privacy is a very important personal right, but it is not absolute. There may be compelling reasons for confidential information to be disclosed. Students have a right to privacy and confidentiality, but exceptions to confidentiality exist when students or others are in imminent danger or when legal requirements demand that confidential
information be revealed. The privacy rights of minors belong legally and inherently to parents or guardians. School Counselors, as well as other adults in the school, have a legal obligation to the parents or guardians of the minor students that they counsel or teach. Professional School Counselors recognize that they have a primary responsibility and ethical obligation to keep individual’s information confidential and protect an individual’s privacy. Confidentiality is important to the counseling relationship: In order to build rapport and maintain an atmosphere of trust, students should be able to disclose their thoughts, feelings, and actions to counselors without fear of disclosure, except, of course, in cases in which the welfare of the student may be at risk or in danger.

Under this “danger or harm to self or others” rule (duty to warn), exceptions to or extensions of the confidentiality must be made by School Counselors to disclose pertinent information to parents and or other adults. School Counselors inform students each school year of the limits of “confidentiality” and “duty to warn” and the possible necessity for consulting with other professionals, privileged communication, and legal restraints. The guiding principle for this disclosure is always the welfare of the student that may be at risk for harming his/her self or others and his/her ability to function well physically, cognitively, and emotionally within the school.

Students and parents should know and understand in advance that whenever a student’s ability to function academically, physically emotionally, or psycho-socially is or may be in jeopardy, extension of confidentiality through consultation with the Head of school, division Head, Deans of Students, and/or the parent is warranted.

Faculty and staff are cautioned about entering into confidential relationships with students, including the use of journals. Students should be informed by teachers that information revealed to them either verbally or through a written process which raises concerns about their health or well being, a danger to themselves or others, cannot be held in confidence and will be shared (“duty to warn”) with the School Counselor in their division.

Members of the School community commit themselves to maintaining professional tact and discretion with regard to any confidential information they receive. However, confidential information may be disclosed to the Head of School, Division Heads, Deans, School Counselors, outside professionals, law enforcements officers, parent/guardians or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies; when students or others are in imminent danger of harm; when there is concern about an individual’s ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

If a student’s, faculty and/or staff member’s health or safety is at risk, or if they jeopardize the health or safety of others in the community, or if their behavior or presence poses an immediate or continuing threat or disruption to the educational process of the School, the division Principal and Head of School shall be notified so that appropriate action may be taken. After consulting with the division School Counselor and Principal, the Head of School shall have the authority and discretion to impose disciplinary and/or require therapeutic measures for the individual at risk, in order to preserve the welfare and safety of the School.
community, including but not limited to the following, singularly or in combination with others:

1. A clinical assessment/evaluation or written letter/documentation provided to the School Counselor by an outside professional mental health clinician referred by CA, confirming that the individual at risk is no longer a threat or danger to themselves or others, is able to return to School without threatening or disrupting the daily educational process at CA, and is able to appropriately manage and maintain their own daily functioning and learning in the School environment.

2. A parent/guardian and student signed CA release/exchange of information form, authorizing communication between the outside mental health professional treating the individual and the division’s School Counselor;

3. Recommended or mandated ongoing counseling/therapy, treatment plan, and/or prescribed medication, determined by the outside mental health professional treating the individual in consultation with the division’s School Counselor; and,

4. A mandated drug test and/or substance abuse counseling/treatment plan.

Nothing herein, including the at-risk individual’s adherence to the above-referenced guidelines or other measures imposed by the Head of School pursuant to this Policy, shall limit the rights of CA and the Head of School to exercise and resort to other disciplinary measures, including dismissal from CA.
V. Parents: Policies and Expectations

A. Comportment and Support for School Policies

At Colorado Academy, we believe that a positive and constructive relationship between the School and a student’s parents or guardians or other person associated with the student is essential to the fulfillment of the School’s mission and responsibilities to students. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

To assist in creating the most effective relationship, Colorado Academy expects that parents, students, and others associated with a student (“Family Member”) will observe these guidelines.

CA understands and appreciates that parents and guardians may employ different means to meet CA’s expectations and their responsibilities. Nevertheless, if any Family Member engages in behavior, communication, or interaction on or off campus, that is disruptive, illegal, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School’s policies, methods of instruction, or discipline, or otherwise interferes with the School’s safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community.

The School may also place restrictions on a Family Member’s involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Policy shall be in the School’s sole discretion. The School also reserves the right to dismiss a student immediately or refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a Family Member, on or off the School’s property, make a positive, constructive relationship impossible, or otherwise might interfere with the School’s accomplishment of its mission and/or educational goals.

As members of the CA community, parents agree to:

1. Share in the School’s Vision
   - Support the mission of the School.
   - Understand and support the School’s philosophy, policies, and procedures.
   - Support the School’s disciplinary process, and understand that the School’s authority in such matters is final.
   - Be supportive of the School’s commitment to a diverse and inclusive community.
   - Abide by guidelines for parents of student athletes, please see Physical Education and Athletics under School Procedures and Services.
   - Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
   - Support the School’s emphasis on sustainable practices.
2. **Provide a home environment that supports the intellectual, physical and emotional growth of the student.**

- Create a schedule and structure that supports a student’s study and completion of homework requirements.
- Be aware of the student’s on-line activities and use of computers, television, iPads, smart phones and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at athletic events.
- Encourage the student’s participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.
- Become informed about the facts surrounding alcohol and drug abuse and abide by the following:
  - Do not serve alcohol to other students or allow young people to bring alcohol and/or drugs into your home.
  - Do not sponsor or condone student activities outside School with limited or no adult supervision.
  - Support the educational drug and alcohol abuse prevention programs that are part of CA’s extensive health and wellness program.

3. **Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.**

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, Division Principals, School Counselors, Deans or administrators, outside professionals, or law enforcement officers.
- Respect the School’s responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Division Principal, Head of School, in that order).
- Acknowledge the value of the educational experience at CA by making regular and timely school attendance a priority, scheduling non-emergency appointments outside the classroom day.
Support the School through volunteerism and attendance at School events.

Financially support the School to the best of one's ability.

Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.

Understand and support the School’s technology policies.

4. **Follow the below expectations, which we believe will result in a positive and cooperative relationship:**

- As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.

- Parents are encouraged to allow students to learn to advocate for themselves.

- Students must learn to seek help from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student’s advisor, mentor, or other person located on campus.

- When parents contact the School without the student’s knowledge (“John doesn’t know I’m calling, but . . .”), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality about your phone call. Refer to expectation number one.

- The School will typically investigate issues and question students without the parent’s presence. This helps us move quickly to resolve issues.

- Although your student’s issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

- Please refrain from inquiring about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

- Neither the teachers nor the School will provide a daily email, text, or call regarding the student’s progress or difficulties. We will communicate with you through appropriate School channels if we believe there is a concern that you should address with your student.

- Parent requests for specific teachers are inappropriate and are not considered when student placement is made. Our faculty and principals put much professional thought and effort into placing students into classes or advisory sections. We consider a variety of factors as we place your child. Factors include but are not limited to gender, social, emotional, academic, and behavioral needs. If you have specific concerns, please contact the Division Principal.

- All communications between the parents and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.
B. Dual Households

In order for CA to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of children who spend time in dual households. Please be sure to communicate to CA about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a child from school, parent involvement in field trips or other issues, please include the school in your communications loop. These situations can be stressful for parents and confusing for children, and your help in minimizing the school’s phone calls to you for clarification is very important. Unless otherwise ordered by a court, each parent for whom the office has current contact information will receive grade reports as well as other informational mailings and electronic communications during the year. When possible, divorced parents are asked to schedule conference time together instead of scheduling separate conferences.

C. Parent Association

CA values a strong and open working relationship with the parent community. All CA parents are members of the CA Parent Association. There are no dues. The Parent Association plays a key role in building a strong community and in supporting the School’s programs through fundraising events. There are numerous volunteer opportunities available through the Parent Association. Officers and contact information are listed in the CA Directory, and information and event dates can be found on the CA website.

D. School-Family Communication

- Check the website (www.coloradoacademy.org) on a regular basis. Protected behind a password, the website includes individualized teacher pages and student homework assignments, important reminders, event registration, and up-to-date school calendar and directory, blogs from the principals and head of school, and a variety of media galleries. The CA website is viewable on mobile devices.

- Parents receive a weekly email update titled CA Today. This publication previews the coming week and highlights important news and activities at the School and links parents to weekly information posted by the division principals.

- Parents also receive a monthly digital newsletter titled OnCAmpus, with a variety of information and news features.

- The CA Journal magazine is mailed to parents, alumni, and grandparents two times each year.

- A variety of CA information is featured on social media sites, including Facebook, Twitter, Pinterest, YouTube, Instagram and more.

E. Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, volunteers and visitors) are expected to interact with each other in a professional and respectful manner. Although adults can
and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student’s parents become aware of any adult’s (whether the adult is a school employee, contracted staff, volunteer or otherwise) communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the School Counselor or administrator of the division.

Some behaviors that should not occur and which should be reported are listed below. An employee or volunteer should not:

- Call students at home for matters outside of school, co-curricular or extra-curricular activities.
- Touch students or their clothing in non-professional ways or inappropriate places, or touch a student with aggression or in frustration.
- Make personal comments (about a student’s clothing, hair, personal habits, etc.)
- Send emails, texts or notes to students of a personal nature.
- Flirt or ask a student on a date.
- Visit students to “hang out” in their hotel rooms when on field trips or sporting events or when the student’s parents are not at home.
- Ask students to sit on a teacher’s lap.
- Tell secrets, or tell the student not to repeat something that is a secret.
- Swear or make inappropriate sexual, racial or ethnic comments.
- Invite students to visit the adult’s social networking profile or become a “friend” on a social network.
- Tell inappropriate jokes.
- Date or engage in consensual relationships with students.

F. Parent or Student Gifts to Faculty/Staff

Colorado Academy Employees are prohibited from accepting from students or parents personal gifts, favors, services, or tickets valued at more than $100. This policy is established to avoid the implied or actual influence upon an employee’s impartial judgment towards students and their parents. Group gifts from more than one family are discouraged. Group gifts make it more difficult to adhere to these spending limits, and they place parents in the difficult position of collecting money from other parents. While families greatly appreciate what employees do for their children, your adherence to this policy is very important to the equity and integrity of the school community. Please remember that your actions expressing gratitude toward others provide an opportunity to model behavior for your children. A hand-written note of genuine expression is most always greatly appreciated.
G. Parent Involvement in Student Conflict

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff.

The School will typically investigate issues and question students without the parent’s presence and will not seek parental permission to speak with their child. This helps us move quickly to resolve issues.

Parents should never intervene or engage with a child who is not their own in response to a dispute or concern involving their own child. Similarly, we expect that our parents will not take it upon themselves to engage with another student’s family in a combative or aggressive manner related to student conflict. Doing so may put a student or family in an intimidating situation and is best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with any questions about contacting another student or parent about a School-related matter. Loud, angry, or aggressive language or actions will not be tolerated and will be subject to disciplinary consequences.

H. Payment of Tuition and Fees

The enrollment contract requires the timely payment of tuition and fees. The privileges of the School will be denied to any student whose parent(s) or guardian(s) fail in their financial obligations. The Academy reserves the right to deny attendance to students whose accounts include overdue balances, and it is the policy of the Academy that no transcript or other official record may be released where an account carries an overdue balance.

I. Re-enrollment and Contract

The enrollment contract is issued annually to families and students in good standing at the School. Reasons that a student’s reenrollment contract may be withheld may include, but not be limited to, a pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents’ failure to meet financial obligations, or a family member’s failure to meet the School’s comportment policy. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing. No student is permitted to reenroll if there is an outstanding account balance from the previous School year. Reenrollment is not guaranteed and is not a right, rather it is at the sole discretion of the School.
VI. Student Discipline: Policies & Procedures

A. Discipline Procedures

Each disciplinary situation will be handled at the School’s discretion in accordance with the School’s rules, policies and practices, as well as legal considerations. The School will take into consideration the welfare of the community, the learning of the individual student, and the reputation of the School. Parents will be informed promptly by phone and/or e-mail if the matters being investigated result in disciplinary action towards their child.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate or classroom level. However, depending on the circumstances, school principals, in consultation with the Head of School, will make disciplinary decisions that are final.

A range of consequences is possible depending upon the situation and will vary based upon the age of the particular student. The school examines each disciplinary situation in its individual context and will therefore not always appear to be consistent. Disciplinary decisions are made with the intent to handle issues discreetly, and are not typically reported to the school community. However, non-consensual disclosure of personally identifiable information from education or disciplinary records is possible if the school has determined it has a legitimate issue at hand.

B. Discipline Process

The School strives to treat students fairly with the goal of having students learn in a way that is also consistent with the best interests of the School and other students. While there are procedures that are followed when there is a discipline issue, the School reserves the right to alter procedures at its sole discretion.

1. All Divisions

Disciplinary decisions in all divisions are made by the appropriate adult, given a particular situation. Sometimes this is the classroom teacher or principal. Decision-making is in consultation with the Head of School, as appropriate.

C. Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students’ own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

The School will typically investigate issues and question students without the parent’s presence and will not seek parental permission. This helps us move quickly to resolve issues.

Parents will be informed promptly by phone and/or e-mail if the matters being investigated result in disciplinary action towards their child.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from School. If deemed necessary, the school reserves the right to engage an independent investigator.
D. Inspection Policy

The School reserves the right to inspect and conduct a search of any place or item on the School campus or at a School-related event including, but not limited to, a student’s locker, book bag, backpack, vehicle, computer, phone or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator. Inspection of electronic devices includes laptops, iPads, phones, cameras, cloud storage sites, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the School’s system or any personal account such as Yahoo, AOL, Gmail, etc.).

Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School’s rules, community standards, and/or local, state, or federal law.

E. Colorado Academy Policy for Disclosure of Information Regarding Discipline in the College Application Process

Colorado Academy’s policy regarding disclosure of disciplinary records is that the school will notify colleges that request such information when an infraction results in suspension or expulsion for any length of time from Colorado Academy. This includes incidents that occur during a student’s senior year after college applications have been submitted. The school administration reserves the right to exercise discretion in cases of major disciplinary infractions and to report those to colleges, even though the incident may NOT have resulted in suspension or expulsion.

(Note: Most college applications now ask of students and/or counselors whether a student has ever been suspended or dismissed from a school.)

Incidents of discipline that result in less than a suspension are normally not considered by CA to be a major disciplinary action and thus are not automatically disclosed. While disciplinary cases are in process, no disclosure will be made.

If a student withdraws from Colorado Academy to avoid disciplinary action, we reserve the right to report the infraction to the colleges. We do not report disciplinary action that may have occurred at a previous school.

In the event of a disciplinary action (or withdrawal) that has occurred after a student has submitted the college or school transfer application, the student should update the information and provide Colorado Academy with a copy of the updated letter. Similarly, the School will update the information to the college or school. This reporting must take place in written form to the college within ten days after the consequence has been imposed, or the withdrawal has occurred.

Colorado Academy’s obligation to report incidents to a college normally ends on the day of graduation. However, the school will exercise discretion in such incidents, based on the severity of the infraction.
F. Colorado Academy Policy for Disclosure of Information in the College Application Process Regarding Disabilities

Under the Americans with Disabilities Act, it is up to the discretion of the parents (and the student when he/she reaches the age of 18) to determine whether or not they will disclose a physical, learning or psychological disability in their college applications. The Colorado Academy College Office, administrators, or teachers will not disclose such information without the written permission of the parents and/or student.

The College Office will provide advice as to when it may be appropriate and/or advantageous to disclose such information, but ultimately that decision of disclosure rests with the family. If a student takes the standardized tests with extended time, there is no indication on his/her score reports sent to colleges that this was a “Nonstandard Administration.” If asked directly by the college about extended time testing or a disability and a release form is not on file to discuss a disability, we will refer the college directly to the family.

G. Reporting of Infractions to Colleges/Universities and Schools

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student’s college counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the School with a copy of the updated letter. Similarly, the School will update the information to the college or school. This reporting must take place in letter form to the college or school within ten days after the consequence has been imposed, or the withdrawal has occurred.

H. Conduct Guidelines

1. Lower School

Behavior in the Colorado Academy Lower School is based on respect for the rights of others, kindness, awareness, safety, and pride in our school. Our expectations of student conduct are aligned with the concepts of character development that underlie all of our guiding principles for students.

Occasionally, students will need to be reminded about expectations and consequences of behavior. Learning takes place best in the context of a respectful and safe environment, and faculty and staff work to create that. Inappropriate language, misbehavior, and safety issues are three things that interfere with learning in classrooms. Teachers are the primary adults who monitor the behavior of children in classrooms.

All behavioral issues are handled on a case-by-case basis, with thought given to individual needs and circumstances, support provided by parents, and a variety of other factors. With issues that are beyond the authority of the classroom teachers, a student will meet with the Lower School Principal and parents will be contacted to explain the infraction. In cases of
repeated offenses, the school may send a student home, at which point a conference with the student, his parents, the teacher, and the Principal will be scheduled before the student is allowed to return to the classroom. Consequences are commensurate with the offense, the age of the child, and previous circumstances. Suspensions are used to make a serious point. Repeated suspensions for a similar offense are a cause for concern. As a school, we want to work with families in changing behaviors in children that interfere with the learning climate or pose problems of safety for children.

2. Middle School
   a. Infraction
      Students who violate behavioral rules may be given an infraction, a written notification of the violation. When a student receives three infractions, he/she will serve detention. Should students continue to receive infractions, the student may be subject to additional disciplinary action at the discretion of the principal.
   b. Detention
      In most situations, a middle school detention is served by cleaning the lunchroom for five consecutive days. At times, an equivalent consequence is chosen by the principal to better help a student learn from a particular situation.
   c. Probation
      A student on probation or one who has received a warning letter from the school is in jeopardy of being dismissed if found guilty of a major offense. Students on probation lose privileges (such as participating in student council, participating in off-campus Interims, etc.). Note: A student does not need to be on probation previously to be dismissed by school.
   d. In-School Suspension
      Students are required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to submit all class work and to arrange to make up examinations. In-School suspensions can also occur after school and during weekends and require substantial service work by the student.
   e. Service to the School
      Some consequences involve service to the school or larger community. Duration and type of service is determined by the school administration. Service consequences are not reported on transcripts for school transfer.
   f. Out-of-School Suspension
      Students are banned from all School activities, including classes, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspensions must be reported on transcripts for school transfer.
   g. Expulsion/Dismissal from the School
      Students may be dismissed from the School for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's
educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

3. **Upper School**

   a. **Disciplinary Incident Report**

   An incident report is a written notice of a rules violation. A teacher, dean, or coach may write this document. Copies are sent to the student’s advisor and to the appropriate grade level dean and/or the Principal. Depending on the incident, a student’s parent(s) may be called or the matter may be handled internally. In the event of a second disciplinary report, a conference involving the student, parent(s) or guardian, advisor and class dean will occur.

   b. **Probation**

   A student on probation is in jeopardy of being dismissed if found guilty of a major offense. Probation lasts for a minimum of one full trimester. Students on probation may lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.). Note: A student does not need to be on probation previously to be dismissed by School.

   c. **In-School Suspension**

   Students are required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and submit all class work and to arrange to make up examinations. In the Upper School, suspension becomes a permanent part of a student’s record.

   d. **Out-of-School Suspension**

   Students are banned from all School activities, including classes, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student’s record.

   e. **Expulsion/ Dismissal**

   Students may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School’s educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

   Any matter taken under consideration by the administration directly or considered serious enough by the Upper School principal to require the action of the Disciplinary Committee may be grounds for dismissal from the School.

   In addition, the School may report to the appropriate governmental authorities any actions that appear to violate the law.
VII. Students: Risk Management, Safety and Security

CA cares about students' well-being and has a variety of systems in place to manage risks. However, students and parents understand that participating (whether simply attending, observing or actively participating) in CA year-round educational, instructional, recreation and/or adventure activities associated with academic programs, curricular or co-curricular activities, or otherwise (including, but not limited to, Interim, Outdoor Education, Travel & Exchange, Service Learning, athletics and physical education), includes risks. These activities can take place on or off CA premises in Colorado or in other locations in the United States and/or in foreign countries.

In choosing to attend CA and participate in this variety of activities, students learn, have fun and can experience valuable personal growth. However, students and their families should understand that these activities involve inherent and other risks that can result in student injury or other loss. As a result, safety and risk management considerations are an important part of CA programming. At CA, we endeavor to manage risks, knowing we cannot eliminate risks or assure students' safety. Importantly, CA families should understand that students play an important role in CA's risk management efforts. At school, during global travel trips or otherwise, students share in the responsibility for their own well-being.

As part of enrollment, the student’s parent will review and sign the Colorado Academy: Acknowledgment and Assumption of Risks and Release and Indemnity Agreement and, in the process, review the Colorado Academy Inherent and Other Risks List. CA directs that both parents and students review each of these documents for information about the activities and associated risks of CA activities, and students’ and parents’ responsibilities.

The School has a director of security and additional security staff, a security station at the campus entrance, periodically reviews its campus security efforts, trains School staff and faculty and conducts drills. The School also has an external siren and a building intercom system to facilitate emergency communication.

Colorado Academy follows the Standard Response Protocol (SRP) for student safety developed by the “i love u guys” Foundation. The SRP is based on four response actions:

- LOCKOUT
- LOCKDOWN
- EVACUATE
- SHELTER

A. Communication in an Emergency

In an emergency, parents may be contacted via email, phone and/or text message. Parents must keep the School informed of telephone changes at work or at home in case of emergency. The School has access to an automated message system, which can send messages via phone and/or text. Tests of this system are performed each year.
B. Drills

The School holds drills throughout the year in Standard Response Protocols (SRP) to accustom students to the proper procedures in the event of an emergency. These may include fire, lockout, lockdown and evacuation drills. Despite our efforts to mitigate risk and prepare for various safety and security contingencies, it is not possible to guarantee student safety on campus.

C. Parent ID Badges

All parents, substitutes and regular school visitors are asked to have their photos taken in the CA Bookstore so that identification badges can be issued. Please wear your identification badge at all times on campus.

D. Parent Parking/Automobile Security Stickers

The School issues parking stickers to be placed on cars. Parents and students are required to display this identification on the front windshield of vehicles.

E. Reporting and Participation

Campus safety is everyone’s responsibility. If you see anything suspicious or have concerns about a safety or security issue, please report this information immediately to the head of campus security, or to any School administrator.

F. Visitors to Campus

All visitors to campus must sign in at the divisional offices and wear a visitor name badge for the duration of their visit to the School.

G. Weather Alerts

CA has weather emergency procedures that are outlined in internal school documents. CA subscribes to a weather alert system that allows the school to monitor lightning and other approaching weather events. The school uses an outdoor siren system and internal communication system to notify those on campus of approaching weather.

H. Snow Day Policy

The School is committed to being open every scheduled school day. In the event of severe weather, parents/guardians are responsible for deciding whether to send their students to School. It is the parent’s/guardian’s responsibility to notify the school if the student will not be attending.

In the event of a school closing, information about School closings will also be broadcast on local television stations. In addition, closing information will be posted on the School’s website and there will be a recorded message on the School’s main telephone number (303-986-1501) confirming the School closure.

School will not be dismissed early in the event of bad weather, except in unusual circumstances. Once again, it is up to parents/guardians to dismiss their student early by calling the Office.