To Lower School Parents and Students:

The 2020-2021 Lower School handbook supplement has been created to provide you with pertinent and updated information as it applies to our Lower School. It is our hope that this handbook will answer many of the questions you might still have regarding the operation of the school. While the All-School Handbook provides detailed information about school policies and procedures, this Supplement is intended to provide additional information about other aspects of your family’s Lower School experience during a normal, non-COVID year. Although we continue to try and anticipate your questions and concerns, we know that ongoing communication between school and home is an essential ingredient to your child’s successful educational experience.

Please read this handbook before the school year gets underway and share its contents with your child. By being familiar with the operating guidelines for the school, you, as parents, can serve as an important link between your child and the Lower School.

Because of the pandemic, the school also has created a special guide which outlines necessary routines for the upcoming school year. The information here generally reflects how things work when we are on campus under fairly “regular” circumstances.

If you cannot find the information you need in either the Student/Parent Handbook or this Supplement, please contact your child’s Homeroom Teacher, the Lower School Administrative Assistant, Lyric McKnight, or Lower School Principal Angie Crabtree; we are all happy to help.

On behalf of faculty and staff, I welcome you and your children to the Lower School for another year of challenging and exciting work, rich friendships, and personal growth. I am thrilled to join you, your children, and our faculty as we embark on an exciting year. If there is anything I can do for you during this year, I invite you to give me a call.

Lower School Office Phone: (303) 914-2555

Sincerely,

Angie Crabtree
Lower School Principal
(303) 914-2554
### LOWER SCHOOL FACULTY & STAFF

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<td>Lyric McKnight</td>
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<td>Stacey Boyd, Sadie Christlieb, Lisa Dresselhaus, Sarah Jeske, Roy Mills, Lizzie Rockmore</td>
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|                             | Jorge Muñoz                                       |
| Library                     | Allison Peters Jensen  
|                             | Mary Leyva                                        |
| Literacy Support Coordinator K-2 | Cheryl Amador                               |
| Literacy Support Coordinator 3-5 | Maria Chavez                                |
| Math Specialist             | Mary Singer                                       |
| Music                       | Brenda Bartel  
|                             | Nora Golden                                      |
| Physical Education          | Bill Hall, Director of Athletics  
|                             | Beth Folsom                                      |
|                             | Dan Pratt                                         |
|                             | Marcia Richards                                  |
|                             | Sean Stedeford                                   |
|                             | Bob Ulrich                                       |
|                             | Hunter Worthley                                  |
| Science                     | Jeff Goldstein  
|                             | Diane Simmons                                    |
| Spanish                     | Elizabeth Landers  
|                             | Rita Vera                                        |
| Technology                  | Bill Witt                                        |
| Before/After-School Programs| Carol Rosberg                                    |
| LS School Counselor         | Brooke Hamman                                    |
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OVERVIEW

The Colorado Academy Lower School faculty and staff strive to provide students with a solid foundation of knowledge and skills, to promote students’ personal growth, and to encourage and build character traits that include courage, kindness, inclusivity, responsibility, grit, and gratitude. We provide a supportive and nurturing environment in which we promote positive social interaction and value excellence.

CA’s Lower School program reflects the nature and scope of children’s growth and development in both the early childhood and upper elementary stages. We work to develop the whole child: students are introduced to varied academic, artistic, and athletic instruction, which encourages them to discover their personal interests and strengths. We foster creative thinking, experimentation, and problem solving. We encourage the development of social responsibility and interactive collaboration. Students are prepared for the Middle School years by building secure foundations in literacy and mathematics, scientific and technological inquiry, and social studies research and analysis.

During their years in the Lower School, students progress from exploring how to learn to begin the practice of intellectual independence and personal responsibility. The Colorado Academy Lower School experience is intended to help each student develop intellectual curiosity, enjoyment of learning, and pride of achievement.

ALL-SCHOOL COMMUNICATION

We encourage you to log into the CA website to find information that pertains specifically to you and your child, as well as your child’s class and division. Classroom teachers often post information, photos, and news on their classroom web pages. By checking the website each week, you will find updates posted by the Head of School, division principals, the Parent Association, and more. The Lower School principal will post weekly information on the Resources Page – Lower School News.

Also, news stories and photographs from Colorado Academy are posted frequently and can be found in CA’s online newsroom under the NEWS tab on the home page of the website or by going to news.coloradoacademy.org.

In addition, CA utilizes social media platforms for more frequent communication (Facebook, Twitter, Instagram). All-school communication comes directly to your email box each Friday morning with CA Today, a weekly electronic newsletter designed to help you prepare for the week ahead. Each month, the online school newsletter, On Campus, is published and delivered to you via email. And twice each year, you will receive CA’s magazine, the CA Journal, which features alumni information, financial reports, and news.
ARRIVAL & DEPARTURE/SCHOOL HOURS/DROP-OFF & PICK-UP

Office Hours: On school days, office hours are 7:45 a.m. to 4:00 p.m. On days when classes are not in session, such as faculty workdays, the Lower School Office is open from 8:30 a.m. to 3:45 p.m.

Arrival
The Lower School remains locked until 7:50 a.m. Students may begin to 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 from 7:50 a.m.-8:05 a.m. 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. If students need to arrive on school grounds significantly before 7:50 a.m. parents should drop them off at the Before-School Care program. Contact Carol Rosberg relating to the Before-School Care program.

Departure from School
It is important for children to be confident and comfortable about where they should be and what they are to do after school. In the morning, please communicate with your children about their after-school plan so that they know if they are to take the bus, go to carpool, or go to After Care. If there is a change to the normal end-of-the-day routine for a child, please contact Lyric McKnight, LS Administrative Assistant (lyric.mcknight@coloradoacademy.org, 303-914-2555).

If there is a change related to the bus, please also contact the Transportation Department by calling 303-914-2540.

If children travel to and from school with a sibling, make sure that each sibling knows that they will/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 Lower School Office to communicate a schedule change by 3:00 p.m.

Drop-Off/Pick-Up Procedure
The carpool circle on the east side of the Lower School is reserved for dropping off/picking up Kindergartners and First Graders and their older siblings. Parents who need 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 grade students 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 you make a U-turn.

**ASSESSING STUDENT GROWTH - MAP® Growth™**

MAP® Growth™ assessments from NWEA® are given each trimester to students in grades 2-5 (Grade 2: Math; Grades 3-5 Math and Literacy). The assessment determines your child’s instructional level, and measures their academic growth throughout the school year. MAP® Growth™ assessments are adaptive, meaning the test becomes more difficult when the student answers a question correctly. When the student answers a question incorrectly, the test becomes easier. Ultimately, the student takes an assessment specifically targeting their current learning level.

Your child’s MAP® Growth™ results are represented as RIT scores. Like inches on a ruler, the RIT scale measures in equal intervals, regardless of a student’s grade—and it remains stable over time. As a result, we can accurately measure students’ growth in between assessments and understand if they are performing at, above, or below grade level. RIT scores enable teachers to recognize where to focus attention to optimize a student’s learning and to monitor their progress. Scoring information will be presented to parents each trimester.

**ATTENDANCE, ABSENCES, FAMILY VACATIONS**

**Attendance**
Students are expected to be at school every day and to report to their classes no later than 8:10 a.m. each day. 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.

**Absences**
Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The school requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion. Should a child miss 5 days of school or accrue 5 tardies for any reason, the child’s attendance record will be reviewed by the principal and a decision made as to whether to contact the parents. After 10 days of absence or 10 tardies, the principal will contact the parents to bring the situation to the parents’ attention and to invite a conversation to discuss solutions. In situations involving consistent absences (15 days or more in a school year or 10 in a trimester), the school reserves the right to deny class credit and/or grade-to-grade advancement.

*Note: While our teachers do their best to support students after an illness-related absence, it is not possible to re-create a lesson or meet every student need. For absences related to family...*
trips not taken during scheduled vacations or special student off-campus opportunities (choir trips, etc.), the responsibility to catch up on missed work is the sole responsibility of the student. See Homework.

Family Vacations
While we understand that special events and opportunities arise, parents are strongly encouraged to limit family vacations to designated school holidays and breaks. If a child is going to be absent from school for a trip during normal school days, parents are asked to notify the classroom teacher and Lower School Office well in advance of the absence. Teachers are not required to provide homework or make-up work for these unexcused absences.

BEFORE- & AFTER-SCHOOL CARE
This program is housed in a separate building located close to the Lower School. Before-School Care begins at 7:15 a.m., but a start time of 7:00 a.m. may be arranged. The After-School Care Program runs from 3:30 p.m. to 6:00 p.m. The program is age-appropriate and offers time for indoor and outdoor activities, snacks, and study time for older children. This program is open to students in Kindergarten through Grade 5. State regulations limit the number of children we can serve; therefore, availability for drop-in students may be limited on any given day. The direct phone line for this program is 303-914-2565; voicemail messages can be left 24 hours per day. Contact Carol Rosberg relating to the Before-School Care program.

Parents will be billed for a minimum of one hour per child. If you find you will be unavoidably detained, please email or call the Lower School office as early as possible so that we can notify your child. With the exception of scheduled extracurricular programs, the Lower School is cleared and locked at 4:30 p.m. for maintenance. Lower School policies for after-school care have been established for the purpose of assuring the safety and well-being of all students. Parent support of these policies is both necessary and appreciated.

If there is to be a change in the normal end-of-the-day routine for a child, be sure they understand it clearly. Please send a note or email to your child’s teachers and, if your child is on a bus or in a car pool, make sure all those people know about the change. You may notify the Transportation Department by calling 303-914-2540.

BACK-TO-SCHOOL NIGHT
Back-to-School Night is the primary vehicle for disseminating information about a particular classroom. It is an important opportunity to spend an hour with your child’s primary classroom teacher. Issues such as developmental expectations of the grade level, curriculum, textbooks, assessment procedures, and ways of communication are discussed. These meetings take place in the evening in September. An opportunity to meet with specialist teachers will precede the classroom meetings.
BEHAVIORAL EXPECTATIONS & STUDENT DISCIPLINE

Colorado Academy believes the quality of one’s character is learned, and regular practice 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. Students are expected to behave in ways that are appropriate to a shared learning environment.

It is the ultimate goal of the Lower School discipline policy to inspire and educate children to be self-disciplined. To that end, we attempt to provide clear articulation of community expectations, a variety of arenas with age-appropriate parameters in which to practice self-discipline, and a fair and consistent response pattern to student behaviors. As an educational institution, our first responsibility is to teach and to provide opportunities for learning, and that philosophy and expectation for learning extends beyond the academic realm into the social realm. Students must work to respect the rights of others in the community, and the emphasis of the discipline philosophy ensures that cultivating the respect for self and others is a high priority.

Our primary responsibility at the Lower School is to teach those students who are willing to learn. What distinguishes our school, in part, is the combination of creative, quality instruction and genuinely interested and motivated learners. At an independent day school like CA, this scenario describes the vast majority of classroom experiences. Realistically, though, there may be a few students who, despite a clear articulation of classroom expectations, for a variety of reasons on any given day, are not willing or able to function effectively in the classroom. They have either failed to prepare adequately for class and are therefore unable to contribute constructively, and/or they exhibit unacceptable and disruptive behavior during the class. These students obstruct learning in the classroom and threaten the ideal scenario described earlier. The school has a strategy for dealing with those few students that at once supports the notion of the ideal classroom and addresses the specific needs of those students having difficulties.

If a child is disruptive in class, the teacher will address the behavior as they deem appropriate to create an environment for learning within the class. We hope that calling attention to the behavior in an immediate and constructive manner will extinguish the behavior. If, however, the behavior continues, a teacher may separate the child from his or her peers within the classroom or excuse the child from the class so that an effective learning environment can be recaptured.

In each case that a child is dismissed from class for interfering with a lesson, the teacher and the student will meet to discuss the situation that precipitated the dismissal. If that behavior persists, or if other behaviors occur that inhibit the teacher from teaching those...
students who are interested in learning, the parents will be contacted and a meeting with the student, parents, and the appropriate school personnel will be scheduled. If the behavior continues, the student may be suspended for a school day. Appropriate strategies will be implemented to benefit each individual situation.

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 email 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. 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.

**BIRTHDAYS, CLASSROOM PARTIES, PARTY INVITATIONS**

**Birthdays**
The Lower School is interested in recognizing the birthdays of all students and will do so in the child’s classroom as well during our monthly Town Meeting. We are not able to include individual birthday parties in the course of the school day, nor do we allow for families to bring refreshments either to the classroom or the Dining Hall. The school encourages parents to celebrate a child’s birthday in whatever way parents feel it is appropriate; the school simply requests that you do so after school hours.

It is increasingly difficult to balance class and teaching obligations with as many as 20 birthday celebrations in every class every year. Additionally, food sensitivities, allergies, and each family's choices relating to special food treats around celebrations invariably create classroom management issues for teachers.

**Classroom Parties**
The Lead Class Representatives are responsible for planning and executing classroom parties in collaboration with the teacher. Their names and phone numbers are listed in the Class Roster section of the School Directory.
Class Parties/Party Invitations
Invitations to parties not sponsored by the school should not be delivered or discussed at school unless ALL classmates are included. The misuse of party invitations in a school setting can be very hurtful to children.

BUS EXPECTATIONS

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.

School Rules Apply
Students who are riding to and from school on buses 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:

- Students must respect others’ personal boundaries. Students should never touch others on the bus. Keep head, hands, arms, and legs inside the bus and to yourself at all times.
- Harassing or bullying or unkind behavior will not be tolerated.
- Because there are so many young people on the bus, we ask that older students be role models. Bad language and sharing technology inappropriately have been past issues. We want our older students to sit with their peers, allowing the younger students to sit together and not be drawn into Middle or Upper School conversations.
- Students should not do anything that would create an unsafe environment, such as moving seats, standing up while the bus is moving, or not listening to the driver.
- Students must wear a seat belt (if one is available) on the bus at all times. Bus drivers will report those who refuse to buckle up.
- There should be no littering in the bus or throwing anything from the bus.
- Do not tamper with the bus or any of its equipment.
- Abide by all technology rules if using electronic devices on the bus; inappropriate use of or sharing of technology on the bus can result in immediate revocation of ridership privileges.
- Do not engage in any activity on the bus that would violate school rules, including use of poor, dirty, demeaning, or defamatory language.
- If there are issues, we ask that you report them immediately to either Lori Sanchez in the Transportation Department or a division principal. The timelier the report, the better job we can do responding. When an incident is reported, we will
investigate claims and use judgment in issuing consequences. However, please know that violations of these rules can result in immediate revocation of bus-riding privileges, either on a temporary or permanent basis, or in a student being suspended or expelled from Colorado Academy.

These expectations are in place to ensure the safety of students and drivers, and are important and deserving of students’ and parents’ attention. If you have additional questions, please contact your division principal or the CA Transportation Office (303-914-2540) for more information.

CELL PHONES & PERSONAL ELECTRONIC DEVICES
Cell phones brought to school by students must be stowed in their lockers, and cell phone use is absolutely prohibited throughout the school day (from bell to bell).

There is no need for personal electronic devices (iWatches, Smart Watches, game consoles, Kindles or other electronic readers, iPods, laptops, etc.) to be brought to school. If such devices are brought in for a specific teacher-approved classroom purpose or are used on the bus ride to and from school (with the permission of the parent), they must be securely stowed in a locker and not used while at school. Colorado Academy is not responsible for loss or damage to any personal device.

Our expectation is that children use technology appropriately in accordance with school values and policies. This means that children are expected to be respectful, kind, honest, and responsible in their technology use. If a student misuses a device (whether personal or school-owned), the school reserves the right to take any necessary steps, including, but not limited to, confiscation of the device, meeting with the principal, and disciplinary action up to and including detention, suspension, or expulsion.

CLUBS & AFTER-SCHOOL CLASSES
Several organizations offer after-school classes/activities in or around the Lower School. These include:

- Mustang Sports Club is an independent organization led by parent volunteers which runs programs for CA students and their friends and peers from the community (www.mustangsportsclub.org).
- Myers Learning runs after-school enrichment classes in Scratch coding (info@myerslearning.com).
- Colorado Master Chess runs an after-school chess club.

CONFERENCES
Parent/Teacher conference days are formally scheduled online 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 username 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. All conferences occur during the scheduled days. CA strongly supports its faculty in not making special arrangements for conference requests outside of these scheduled conference days.

The purpose of the conferences is threefold:

1) to describe in further detail the individual student achievement or behavior beyond what is covered on the report card;

2) to continue the dialogue between the teacher and parent which began at the Back-to-School Night;

3) to allow parents an opportunity to ask questions, raise issues or respond to any concerns that have surfaced during the marking period.

Parents are encouraged to seek information or clarification from the school at any point during the year. Likewise, the school will not hesitate to call parents when it is our opinion that a discussion is necessary and in the best interest of the child or the school.

**CONTACT INFORMATION**

Parents must keep the school informed of changes to telephone numbers and email addresses at work or at home in case of emergency. If parents are going to be away from home for an extended length of time, they should leave some forwarding address and telephone number where they can be reached, as well as information on who will be responsible for the child and how they may be reached in case of illness or other emergency. A note to the classroom teacher can be helpful to a child who may be anxious during a parent’s absence.

Permanent address and phone change information should be given to Chris Barnard, Development Operations Manager, 303-914-2510 or chris.barnard@coloradoacademy.org

To deliver a message to your child during the school day, please call the Lower School Administrative Assistant Lyric McKnight at (303) 914-2555; she will deliver the message to the classroom.

**CONTINUATION & CONTINUATION PARTIES**

Fifth Grade Continuation is a thoughtful and age-appropriate recognition of students’ achievement and growth during the Lower School years. Families of Fifth Graders are invited to attend. After the ceremony, the school provides a reception for families, and then Fifth Grade students and parents return to the classrooms for a brief time. Students are expected to dress up for this important school ceremony. Homeroom teachers will send out communications well in advance of Continuation to further explain student dress code and other details of the event. The school creates an age-appropriate continuation ceremony and reception. We do not encourage additional celebrations beyond family
gatherings. Should there be an additional age-appropriate get-together, we prefer it to include all Grade 5 students and be appropriately low key. As a courtesy, we ask that parents inform the principal and the Fifth Grade team if an additional celebration is being planned.

**DRESS CODE**

Please note that in addition to the clothing guidelines outlined in the CA Student/Parent Handbook, 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 the Big 5: jacket, gloves/mittens, hat, snow pants, and boots. Please pay attention to morning weather reports—and err on the side of caution—so your child will not be caught at school unprepared for sudden changes. Except under the most extreme weather conditions, children play outdoors every day, unless excused for medical reasons. Open-toed sandals with ankle straps are permitted, but no flip-flops.

**FIELD TRIPS: TIPS FOR PARENTS**

Parent help on field trips can be very important, and the following guidelines talk about ways you can help on an outing, when requested. The Lower School makes great use of the Denver area as a resource in their teaching. No other division in the school explores the museums, local business, flora and fauna, or historical sites like Lower Schoolers. Seldom does a week go by in the school year without a field trip or educational adventure for students, and parents are a resource for teachers to draw upon for help on many of these outings. Without your help and support, we could not offer this experience to children. Your presence on the field trip allows a number of things to happen.

Please come early to the class before the field trip, so you can hear the general instructions and expectations for the students. For a host of educational and pedagogical reasons, a teacher may limit the number of adults who will help out on a field trip. Please resist the temptation of asking if you could just “come along” or meet your child wherever because you would like to know more about what they are seeing. Frequently, children want to be grouped with a parent. Since correcting children’s behavior may be the task of a helper, it may be best to oversee a group that does not include your child; grouping children will be left up to the discretion of the teacher. We ask that younger siblings not be included in field trips unless specifically invited.

Field Trip Chaperone Expectations:

- Keep students in sight at all times. You are responsible for the accountability and safety of your group.
- Escort students to the restroom and always send students into the restroom with a buddy.
• Chaperones and students are not permitted to purchase items from concession stands, gift shops, or any activity that requires additional fees.

• Do not allow your child or other students to use your electronics for any reason (phone, iPods, etc.) at any time.

• The teacher may ask you to take photos to send to Colorado Academy Communications Send those to becky.risch@coloradoacademy.org, and she may post photos relating to the field trip.

• In order to protect the safety and security of all of our students, please do not take photos of students during the field trip and text or send them to other parents or post them on social media.

• If a student is misbehaving, redirect the student to stop/change the behavior. If the behavior continues, please contact the teacher immediately.

We hope you find all of the above helpful in understanding how you can continue to help us in our field trip activities here at CA. If you are asked to assist on a field trip, your child’s teacher may have additional requests or instructions for you.

HOMEWORK
Homework is an important part of each student’s academic year. The purpose of assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking, and develop good work habits.

Homework is assigned in a developmentally appropriate manner for each grade level. It includes reading every night, as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas, such as writing, spelling, math, social studies, science, Spanish, and long-term and collaborative projects. Classroom teachers will provide further homework guidelines and advice for parents and students in the various grades.

It is important to know that each student is different and that the exact time varies with the student. This is a guideline that the Lower School faculty uses when thinking about how much or what to assign, and our estimation of how long it may take for a student to complete the work.
Average Expectation:
Kindergarten: 10 minutes
1st Grade: 20 minutes
2nd Grade: 20 minutes
3rd Grade: 30 minutes
4th Grade: 40 minutes
5th Grade: 50 minutes

The progression of time allows for each student to practice a homework routine at a developmentally appropriate level. This guideline has been developed to prepare our students for Middle School and the expectation of 60-75 minutes of homework each night. If your child requires significantly more than the estimated amount of time to complete homework on a regular basis, your child may discuss this with the teacher. And if this continues over time, you should contact the classroom teacher to schedule a conference with the teacher and your child determine why it is requiring additional time.

NO HOMEWORK DAYS/VACATIONS FOR 2019-2020
The school designates No Homework Weekends/Vacations four times a year. “No Homework Vacations” are Thanksgiving Break, Winter Break, February Break, and Spring Break. No Homework Vacations mean no homework is to be given over the vacation and no tests, quizzes, labs, or major assignments may be given until the third school day after the vacation.

Additional No-Homework Periods for 2020-2021 are as follows:
No-Homework Vacations* for 2020-2021 are as follows:
· Thanksgiving
· Winter Break
· February Break
· Spring Break

*“No-Homework Vacation” means no homework to be given over the vacation, and no tests, quizzes, labs, or major assignments may be given until the third school day after the vacation.

Additional No-Homework Periods for 2020-2021 are as follows:
· The weekend beginning September 18 is a no-homework weekend. Tests and quizzes may be given on Wednesday, September 23.
The weekend beginning September 25 is a no-homework weekend. On Monday, September 28 and Tuesday, September 29 no quiz, test, or major assignment should be given to students. Regular homework may be given on Monday, September 28 and tests/quizzes etc. may resume on Wednesday, September 30.
· No homework should be given on the weekend of April 2, and Monday, April 5 is a no-test, -quiz, -lab, or -major assignment day. Homework may be assigned on Monday, April 5, and quizzes, tests, or major assignments resume on Tuesday, April 6.
Additionally, Colorado Academy is sensitive to the various religious practices of students and their families. Students should contact their teachers, when necessary, in order to plan work during the observation of religious holidays.

**ID BADGES**
All parents should have ID badges and wear them while on campus. These can be obtained from the CA Store, located in the Campus Center. In addition, Faculty and Substitutes wear ID badges. Visitors should also obtain a badge from the divisional administrative assistant to wear while on campus. Current parents wearing their nametags are exempt from this policy. If you see someone unknown to you on campus without a badge, please call security immediately. The phone number is located on the reverse of your ID badge.

**ILLNESS**
If a child arrives at school with a fever or develops a fever during the day, it will be assumed that the child is contagious. The child will be taken to the Health Office and parents will be called to pick up the child. Students must be free of a fever for at least 24 hours before returning to school, or if a doctor prescribes antibiotics for a child’s illness, he/she must be on that medication for 24 hours before returning. We also ask that children who experience diarrhea, nausea, or vomiting the night before remain home from school until that event is at least 24 hours in the past.

**LOCKERS**
Each year a locker is assigned to each student in the Lower School. This space is intended for the storage of books, boots, and clothing. Students are not allowed to place decorations on the outside of their lockers. Decoration on the inside of the lockers is limited to shelving units and magnetic stickers. The homeroom teachers will give further guidelines.

**LOST & FOUND**
The Lower School Lost & Found is located in the entrance of the Gates Wing (outside the library). There are additional Lost & Found bins in the CA Campus Center as well as in the Athletic Center.

**PARENT ASSOCIATION**
All parents are members of the Colorado Academy Parent Association. The Parent Association supports the school’s educational programs and promotes a sense of community through monthly meetings as well as informative, social, and fundraising events. The Get INVolved event, held at the beginning of school is an excellent opportunity to sign up for committees that support events throughout the year. Throughout the year, you will hear from your Lower School Parent Association Vice-Presidents and Lower School Room Representatives for each classroom as they communicate important information to parents about upcoming Lower School and All-School events.
PARKING
If you want to go inside the Lower School building, please park in guest spaces that are east of the rotary. Parallel parking will be allowed in the pick-up lane along the north side of the Lower School ONLY between 9:00 a.m. and 2:30 p.m. Parents/guardians and visitors should park only in the spaces marked “visitor.” While this may be inconvenient at times, it is absolutely necessary so that emergency vehicles are able to access our campus quickly and easily. Please do not park in the numbered spaces provided for faculty. Handicap parking is provided next to the Lower School drop-off circle.

PETS
Family pets should 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. No matter how gentle and beloved, we do not want a dog, cat, ferret, bird, or any other animal introduced into a classroom, hallway, or play area where a child may have severe allergies or fears that can be triggered by the presence of animals.

PLAYGROUNDS
The playground at the North end of the Gates Wing is intended primarily for the use of the Kindergarten through Second Grade students who occupy that wing, and may be used by older students only at times that the younger children are not on the playground. Similarly, the playground at the West end of the Lower School is intended primarily for the use of Third through Fifth Grade students, and may be used by younger students only when older students are not on the playground. Games on the playground should be open to all. Space and equipment should be shared equitably. Students using the playgrounds must be supervised by school adults at all times.

RECESS & THE RECESS FIELD
Recess is a time when students engage in free play and self-directed play supervised by teachers. The spirit of recess is to have fun and play fair. Throughout the year, various new games and toys will be introduced and others removed for a time. Some games are collaborative and others are more competitive, but all games are inclusive of children of different ages and abilities. Recess toys and balls are provided by the homerooms and students are responsible for sharing and bringing in all toys and balls at the end of the recess periods. Teachers work together with their classes to devise systems that allow for sharing and for cleanup. Lacrosse sticks/balls are not permitted on the recess field during the school day. Baseball may be played during classroom recess with plastic bats/balls. Students may not bring recess equipment from home; the school will provide approved equipment.

Snow is a lot of fun, but safety and courtesy dictate that throwing of snow or snowballs at school are not allowed. This rule applies to the entire campus at all times. Snow or ice sliding on the playground is at the supervising teacher’s discretion and is directly supervised by him/her.
SAFETY & SECURITY

Colorado Academy is committed to providing safe and effective learning environments for every child and every employee, every day. Unexpected emergencies may occur, however, and the likelihood of effectively managing an emergency is increased with an established emergency plan. Colorado Academy has adopted 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. The school holds drills throughout the year to practice the Standard Response Protocols (SRP) to accustom students to the proper procedures in the event of an emergency. Lower School doors, with the exception of the double doors facing Stamper Commons, are locked after student arrival every day at 8:30 a.m. on school days, as are the Pre-K doors.

SCHOOL SUPPLIES & BOOKS

Students do not typically need to bring their own general classroom supplies or books, 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. Additional supplies may be requested throughout the year to support classroom programs.

SNACKS

The school provides classroom snacks for students each day. The Lower School partners with our Dining Hall to order and provide snack options for students that may include a food option of a dairy, a grain, or a fruit choice. We ask that all students bring a water bottle to school for snack as well as for continued hydration throughout the day. Students are invited to bring a snack for after school to enjoy on the bus if they wish to do so; however, students should not bring candy for the bus. Because of concerns over students' allergies, we ask that children not share their after-school snacks with others.

TOWN MEETINGS

Town Meetings are all Lower School student-teacher gatherings that are held monthly. These meetings provide an opportunity for Buddy Classes to travel and sit together. At Town Meeting, there are birthday recognitions, announcements, class performances, and community building activities. Parents do not attend Town Meetings unless they are invited to a specific performance.

VISITORS TO LOWER SCHOOL

When grandparents or friends of the family wish to visit the Lower School, please notify the school in advance. In addition, we ask that they sign in at the Lower School Office and get a visitor nametag before visiting classrooms or other student spaces. When possible, they should be introduced to school faculty or staff by a parent or another adult whom we know. Current parents wearing their nametags are exempt from this policy. Parents are invited to spend time on occasion in their children’s classrooms. As a courtesy, please notify teachers at least 24 hours in advance for such a visit.