To CA Upper School Parents and Students:

This supplement is intended to be a companion to the larger Colorado Academy Student/Parent Handbook. While the Handbook provides detailed information about school policies and procedures, this Handbook Supplement is intended to provide additional information about other aspects of the Upper School experience. If parents cannot find the information they need in either the Student/Parent Handbook or this Supplement, they should contact their child’s advisor, grade-level Dean or the Upper School Administrative Assistant.
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IMPORTANT TELEPHONE NUMBERS/
INFORMATION Upper School

Attendance (call by 8:30 a.m. to report absence)............ 303-914-2598
Upper School Office.............................................. 303-914-2519
Upper School Fax .................................................... 303-914-2583
Upper School Principal’s Office ................................... 303-914-2520
Registrar’s Office...................................................... 303-914-2563
Upper School College Counseling Office ...................... 303-914-2502
Upper School Admission Office .................................. 303-914-2512
Main Phone Number................................................... 303-986-1501 (to
access teacher voicemail, other school divisions, or departments)
Athletic Department................................................... 303-914-2529
Transportation Department......................................... 303-914-2540

Mailing Address:
Colorado Academy
3800 S. Pierce St. Denver, CO 80235

Upper School Handbook Supplement
June 1, 2019
Admission Hosts

Every year from October to February, many prospective students visit our campus during the school day to get a better understanding of the Upper School as part of their application process for admission. Typically, a current Eighth Grader, whether attending CA or another Middle School, spends a shadow day with a current Ninth Grader. The Admission Office seeks current Ninth Graders, both longtime students and new-to-CA students, who would like to serve as hosts to these visitors. An announcement goes out in September, and the Upper School Admission Director comes to a Ninth Grade class meeting to explain the requirements and responsibilities of being a host. In addition, we often have a CA Admission Ambassadors group, comprised of Seniors, who assist with Parent Preview, attend admission fairs, tour prospective parents, and help in other ways to both attract applicants to the school and to help answer questions of prospective families.

Assemblies/Town Hall

Assemblies are held periodically through the year in the Froelicher Theatre or the Athletic Center. Many of these are devoted to the opportunity to watch other members of our community perform. On occasion, we are also fortunate to be able to welcome visiting speakers and performers. Every student in the Upper School is expected to arrive at assembly promptly and to observe mature, supportive, and appropriate audience behavior throughout the lecture or performance. No food or drinks are permitted in these venues during assemblies.

Students who do not have classes before assembly are expected to arrive in time to attend assembly. Campus is closed (students are not allowed to leave) for ALL students during assembly and during the activity period that either follows or precedes assembly on most days. If a student must miss assembly, the student must be excused by a parent or teacher before the assembly. In all cases the Upper School Office staff should be notified.

Town Halls are for Upper School students only and occur approximately every other week at a regularly scheduled time in our six-day rotating schedule. Again, attendance is required; advisors are responsible for
accounting for all their advisees and reporting to the class deans. Town Halls are community-building programs that may feature Senior speeches, faculty presentations, musical performances, student film screenings, service project reports, and the occasional guest speaker.

**Campus Facilities**

Our 94-acre campus is beautiful as well as functional. Because it accommodates students between the ages of 4 and 18, it is important for each of us to respect all members of the community. Upper School students are asked to be sensitive to the age-specific considerations of the 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, nor should they be in other buildings unsupervised. Students are asked to be conscious and caring of our school environment.

The 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, including Pinehurst Country Club and Academy Pointe apartment complex. The School supports its right to exclude trespassers from its property. Use of Slater Field across Pierce Street is restricted. Students may only use the field under the direct supervision of a teacher or coach.

**Cell Phones/Electronic Devices**

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 never be used to place calls or send texts. Texting is permitted on a limited basis 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, or use as handheld personal computers) is prohibited and will result in cell phones being confiscated and held in the main office. Students
may use iPads and laptops in the buildings to complete schoolwork and should refrain from playing games or streaming videos in the student lounges.

**Community Leadership Team**

One of the most important ways we support the concept of peer mentoring is through our CLT program. The program consists of 20-24 Senior students who are selected and trained by the professional staff. CLT Peer Facilitators meet regularly in small groups with Ninth Graders during school time throughout the school year. They discuss issues of concern and contemporary teen issues as they arise in the lives of the group members. In order to prepare and to process the group’s discussions and dynamics, they meet with the professional staff on a weekly basis before and after they meet with their peer groups, as well as being trained via a mandatory weekend retreat before the school year begins in August. CLT members are also available for other community needs, such as Freshman Orientation, Open House, Think & Drive Day, class retreats and Giant Relay Day.

**Commons/Student Lounge Areas**

Commons areas are the gathering places for Upper School students and, as such, are subject to regular and often heavy use. It is our collective responsibility to maintain the space and to use all furnishings appropriately. Furniture may not be removed from student areas for any reason. Community Council, the Deans, and the Principal will take the responsibility to determine the best ways to keep common areas clean. In addition, the library includes numerous spaces for students to use. The expectation is that these spaces will be quiet enough for students to work, either individually or in groups. Food and drink are allowed in some of these rooms, but students are asked to clean up after themselves. Students should not gather in unattended classrooms except by permission of a teacher, including during lunch.

**Course Registration/Class Placement**

Our faculty and principal 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. Placement for some Upper School courses is based on placement exams. Decisions made by teachers and school administrators are final.

The expected course load for students in the Upper School is five academic classes plus Visual & Performing Arts classes, most of which carry academic credit, and Athletics. Our goal is for students to maintain an appropriately rigorous but manageable course load. (See Upper School Curriculum Guide for further explanation.) Taking six academic courses, excluding Visual & Performing Arts, may be unduly burdensome and could be detrimental to the student's overall educational experience at CA. Similarly, students will be limited to taking no more than 3 Advanced Placement (AP) classes in one year. Students still wishing to take six academic courses, not including Visual & Performing Arts, or who wish to take 4 APs, must petition to do so. The form is available from the Registrar or the student's advisor. The petition must be signed by the student and a parent, and must be approved by the Principal in consultation with the student's advisor and/or school counselor. Conversely, a student, with the recommendation of his advisor, may request a waiver of the fifth academic course. Course waivers can be granted after review by the advisor, teachers, counseling department and the Principal.

**College & Work Readiness Assessment (CWRA)**

The College and Work Readiness Assessment (CWRA) is a test that our students take annually in their Eleventh Grade year. The purpose of the CWRA is to measure students’ abilities as problem solvers. Developed by the Council for Aid to Education, the CWRA is designed to “help your school learn how well your students are learning how to think critically, reason analytically, solve problems, and write well. [Students] will also be participating in an ongoing national project building a database of information about teaching higher order skills to prepare students for college, and for life.” Every student is given a complex scenario that needs to be solved creatively, accounting for a number of variables, as they write their responses.
The entire test is done online and takes about 100 minutes (including registration). The CWRA doesn’t “count” the way an SAT or ACT does in terms of the college admission process; it is for our internal use as a high school. This test has been recommended as an important 21st century teaching tool. Colorado Academy is one of only four high schools in the state to offer this assessment.

**Dances**

Typically three school-sponsored dances are held each year: Homecoming (for all US grades), Spring Fling (for Grades 10-12) and Prom (for Grades 11-12). The sponsoring group announces the date, time, location, and dress well in advance of each event. Faculty act as chaperones and all school rules apply, whether the dance is located on or off campus. The Upper School administration will provide ample information specific to each dance in advance of each event.

**Deans System**

As part of our efforts to support students as effectively as possible, the Upper School has four deans, one assigned to each grade. The deans’ roles include developing advisory curricula for their respective grade levels and helping coordinate class meetings and class-specific assemblies. Working with the students’ advisors, they help students manage their academic loads and help them work to build positive relationships with their teachers. In most cases, they will be involved in minor discipline matters, including, but not limited to, unexcused absences, dress code violations, parking violations, disrespectful behavior, and first offenses of academic dishonesty. They also work closely with the Principal and the Counselor to support students’ emotional well being.

**Dress Code & Dress Code Violations**

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.

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.

**Email Accounts**

CA provides students from Fifth through Twelfth Grade with an email account designed for School-related communication, e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from school, etc. Emails are not guaranteed to be private and may be monitored by network administrators. Please see the School’s Acceptable Use Policy for a further description of school policies related to email.

**Extracurricular Activities, Clubs & Organizations**

Most students find that involvement in extra-curricular activities enhances their Upper School experience. All Upper School students are encouraged to participate in the many student activities, clubs, and organizations offered in the Upper School. New clubs and interest groups are formed each year, depending on student interest and initiative. Students interested in forming a new club must submit a petition to the Principal and Deans, who will decide whether to grant or deny the petition. The petition should describe the club and its mission. Every club must also have a faculty sponsor. Clubs that have been active in the school over the last three years include: AfricAid, American Computer Science League, Amnesty International, Children’s Hospital Club, Community Council, Engineering
Club, Faces of Diversity, GSA (Gender & Sexuality Alliance), Haiti Club, Investment Club, *Kokopelli* (Literary Magazine), *The Student Review* (newspaper), Math League, Mock Trial, and Students H.O.P.E. (Helping Other People Eat).

**Faculty Work Areas**

There are four designated work areas, or “pods,” where faculty members have office space. The room numbers are 118, 132, 201, and 228. Work areas are not designated by subject area, but are mixed-department, collaborative spaces. Students are welcome to come talk to a teacher in these work areas, but should respect that multiple teachers may be using the space at that time. In general, unless otherwise agreed, students should not expect to hold lengthy conferences with teachers in their offices but should use the designated help time in the schedule for this purpose.

**Faculty and Staff Workroom**

The faculty workroom is located on the first floor of the Upper School, near the front lobby in the administrative wing. Students must not be in the faculty workroom. Faculty members are often conducting private discussions or making copies of tests or other materials. Each faculty member has a mailbox in this room, and students may leave papers and homework for faculty in the Upper School Office, and office personnel will deliver them to faculty mailboxes in the lounge. Use of the lounge refrigerator and other appliances may only occur with a teacher’s permission and presence. Parents wishing to use the school’s copy machines for Parent Association business should go to the Smith Center building, or should consult with someone from the Upper School administrative staff.

**Health Office**

The health office is located in Room 107, next to the Registrar’s office in the administrative wing of the Upper School. After consultation with our health professionals, medicines that students use daily or may need to use in case of medical emergency are stored in this office. There are also two cots, which students may use if they are not feeling well and need to rest.
Typically, we suggest that a student communicate home if he or she is sick enough to use the health room. Parents may need to pick up a student if s/he needs to spend more than a class period in the health room.

**Innovation Lab**

Located in the southeast corner of the Upper School Building, the Anderson Innovation Lab contains state-of-the-art computers and 3-D printers, along with other woodworking and manufacturing equipment. Multiple elective classes take place in the lab, and other classes K-12 may use the lab on a sign-up basis. It is our hope that every Upper School student will take advantage of this facility at some point in his or her career. While work on independent projects is encouraged if students have been trained on the equipment, they should not be in this space unsupervised unless they have the consent of the lab supervisor, Mr. Chris Roads.

**Ninth Grade Intensives**

This week-long, curricular-based study takes place annually in February and provides the opportunity for students and faculty to connect a topic in one of their core Freshman courses to deeper, real-world, and real-time study. For the past two years, students have investigated a multitude of contemporary topics, including immigration policy, border conflicts, drug trafficking, human trafficking, homelessness, and refugees. The idea is to provide either an in-town or out-of-town program that offers a deep dive into the historical issues, larger policy questions, legal implications, and individual stories of people directly affected.

**Summer Reading and Other Summer Assignments**

Upper School students are assigned books to be read during the summer, in preparation for the following academic year. Summer reading, math, and world language assignments are posted on the CA website in May and are available all summer. Assignments are accessible from the home page of the website.
Upper School Traditions

Like most high schools, CA values a great number of traditions as part of the Upper School experience. Among our most valued are: the first day of school is a festive occasion in which Seniors greet all new students at the front of the building, costumed in the “theme” for the year; students and faculty do not step on the CA crest in the front lobby of the building as a show of respect for the school; all Seniors are assigned to Kindergarten buddies, with whom they go to assemblies and do activities together.