

**Academy Charter School**

**Parent/Student  
Handbook**

**2000-2001**

**809 North Park Street  
Castle Rock, Colorado 80104  
303-660-4881  
303-660-6385 Fax**

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TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE  
FOR STUDENTS AND EMPLOYEES

Federal Requirement

Title IX of the Educational Amendments of 1972 (prohibits discrimination the basis of sex) and Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of handicap) provide that schools shall adopt and publish grievance procedures providing for prompt and equitable resolution of any complaints alleging any action which would be prohibited by Title IX and Section 504. The complete procedure and forms are available in the office.

NONDISCRIMINATION STATEMENT

Douglas County School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, nor on the basis of age against persons whose age is over forty (40). Inquires concerning any of the above should be directed to the Executive for Human Resources, 620 N. Wilcox St., Castle Rock, Colorado 80104; phone (303) 688-3195; or to the Office of Civil Rights, US Department of Education, 1961 Stout Street, Third Floor, Denver, Colorado 80294; phone (303) 844-5695.

The contact person for filing a complaint will be building principal or the Director of Human Resources.

## Letter from the Dean

# Letter from the Dean

# Vision and Mission Statements

A Vision and Mission Statement helps an organization clarify its purpose, assist the decision-making process and build a sense of community.

These statements embody the philosophy and spirit of Academy Charter School:

## Vision Statement

*Through the cooperation of parents, teachers, and students,  
Academy Charter School will create  
a learning environment that fosters  
growth in character,  
high academic achievement, and  
the love of learning,  
resulting in responsible, productive citizens.*

## Mission Statement

*Academy Charter School provides  
a challenging academic program  
based on the Core Knowledge curriculum  
that promotes  
academic excellence,  
character development, and  
educational enthusiasm  
for its students.*

# School Calendar

## 2000/01 School Personnel

### *Administration*

Dean of Elementary.....	Kindra Whitmyre-Nelson
Dean of Middle School.....	Brad Bylsma
Administrative Manager.....	Mary Hart
Office Manager.....	Anne Belfrage
School Secretary.....	Elizabeth Smith
Office Assistant.....	Brenda Knight
Volunteer Coordinator.....	Sherry Brunger
Homeschool Director.....	Ray Vander Leest

### *Elementary Instructors*

K(Full)..... Katherine Bolles	2 <sup>nd</sup> ..... Erin Viggiano
K(A.M.)....	3 <sup>rd</sup> ..... Rachelle Roth
K(P.M.)..... Cheryl Bridges	3 <sup>rd</sup> ..... Cynthia Solomon
1 <sup>st</sup> ..... DeAnne Harris	4 <sup>th</sup> ..... Alice James
1 <sup>st</sup> ..... Suzanne Hall	4 <sup>th</sup> ..... Heather Gray
1 <sup>st</sup> ..... Beth Midolo	5 <sup>th</sup> ..... Dana Weber
2 <sup>nd</sup> ..... Suzanne Stremel	5 <sup>th</sup> ..... Jenny Wolfensperger
2 <sup>nd</sup> ..... Christie Marble	

### *Middle School Instructors*

Language Arts/ 7 <sup>th</sup> & 8 <sup>th</sup> .....	Robert Knight
Language Arts & Social Studies 6 <sup>th</sup> .....	Amanda Blake
Science 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> .....	Bob Simms
Social Studies 7 <sup>th</sup> & 8 <sup>th</sup> .....	Gaylene Simms
Math 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> .....	Sarah Zuberbuehler

### *Specials Instructors*

Computer Lab Specialist.....	Darla Muckley	
Computer Lab Assistant.....	Susan Santamaria Fenton	
Elementary Science.....	Heidi McClure	
Enrichment.....	JoEllen Solita	Music
Specialist.....	Carol Bradley	Physical

Education.....	Natalie Guiberson	Reading
Specialist.....	Heidi Floyd	

***Special Education***

Learning Specialist.....	Kim McDonald	Instructional Aides: Jane Strom	Speech
& Language.....	Velinda Gerfen	Julie Whitehead	
Psychologist/Social Worker	Ed Peteroy		Jennifer Kappus

***Instructional Aides***

Cindy Abeyta	Tera DiBlasi
Diana McKee	Beth Nylund/

***Homeschool Staff***

Kindergarten.....	Sandy Vossler
1 <sup>st</sup> and 2 <sup>nd</sup> Math & Science.....	Joli Lutz
3 <sup>rd</sup> and 4 <sup>th</sup> Math & Science.....	Karen Davis
5 <sup>th</sup> and 6 <sup>th</sup> Science.....	Edith McLaughlin
7 <sup>th</sup> and 8 <sup>th</sup> Science.....	Ray Vander Leest
Instructional Aide.....	Sharon McCright

***Janitor*** ..... George Wood

**Governing Board Members**

President	Keith Seifert	660-
Vice President	Kirk Huffstater	660-
Secretary/Treasurer	Scott Durkop	688-
	Lisa Hilbig	814-
	Carolyn Sharette	681-

**Important Local Telephone Numbers**

Academy Charter School	(303) 660-4881
ACS Fax Line	(303) 660-6385



ACS Special Education Dept. (303) 688-4660

ACS Homeschool (303) 663-2374

Douglas County Administration (303) 688-3195

## **Map of the School**

# **History of Academy Charter School**

## **Establishment of Academy Charter School**

On June 3, 1993 Governor Romer signed legislation known as the Charter Schools Act. It was designed to enable parents, teachers, and community members to "take responsible risks and create new, innovative, and more flexible ways of educating all children within the public school system" which result in "expanded choices" for parents and pupils.

It was under this law that the founding parents organized Academy Charter School. An application was submitted and approved by the Douglas County Public School Board on August 31, 1993. A Charter School Contract was then negotiated between the Governing Board of the school and the Douglas County School District Board of Education. Within 4 weeks the parents had converted space leased in the Wal-Mart shopping center from concrete slab floors and studs to classrooms and hired teachers. On September 29, 1993, the Academy Charter School opened its doors. That was the beginning of Colorado's first K-6 Charter School.

As a "Public School of Choice," it offered 119 students (and their parents) a curriculum alternative that first year: a liberal arts course of study based on the Core Knowledge Series. Students wore uniforms as part of a dress code, a departure from current public school practice and all parents were required to volunteer a minimum of 20 hours per year or participate on one or more of the school committees. Class size was small -- 17 to 1. Housed in strip mall retail space, the playground was the alley behind the store, next to the railroad tracks, separated only by a barbed wire fence.

The start-up phase was not without its challenges. Daily leadership was provided by an interim dean until mid-October, and then by the Governing Board members until the Dean's position was filled in January 1994. Multiple problem solving committees were formed to do the work of the school -- Budget, Curriculum, Discipline, Teacher Review, Long Range Planning -- as well as solve specific problems -- such as writing by-laws and completing Facility Improvements. Through the process a sense of community was forged and the vision for the school began consolidation.

## **Why Create A Charter School?**

When talking to ACS parents, be it those who started the school or those who came after, most often one hears the word "choice." Parents were looking for an alternative to the services provided by their neighborhood school. Their motivation usually involved their perception their child was at risk, either by "falling through the cracks" and/or in their view, by not being academically "challenged." There was considerable frustration about being heard, and responded to, by "the system." The Charter Act enabled them to take their children's education into their own hands, along with the work, risk and responsibility to provide for them at or above district standards. The "consumers" took control of the "product" they were "buying," and their priorities became reflected in the school's organization. (See School Governance section)

## **Academy Charter School Today**

ACS serves a student population of 420 with classroom ratios of 20:1, grades K-8. The Core Knowledge curriculum remains in place along with Saxon math, Open Court reading and Wild Goose Science. Students continue to wear uniforms and parent volunteerism has increased each year since the school's opening. In addition to the regular program, ACS provides a homeschool support program 5 days a week for 65 children grades K-8. Requirements for this program are that student's attendance meets ninety hours per semester. As we look to the future, plans continue for the construction and opening of a new facility for the 2001-2002 school year.

## **ACS: A Colorado "Challenger School"**

In June of 1994, the school completed a lengthy application form and applied to be designated as a Challenger School under the John J. Irwin Challenger School program. The application described all aspects of the school and its goals. After review, the State Board of Education granted us this elite status in 1996, 1997 and 1999. ACS was the first charter school in the state of Colorado to be the recipient of the John J. Irwin School of Excellence award and is now the first charter school in the state to receive this award three years.

To date, this program has not awarded any money, only recognition. Legislation allows for money to be allotted to schools, but it has not been appropriated thus far. Hopefully in the future this program will allow for sizable grants to be disbursed to schools who, once designated, have proven they have successfully attained their goals. As a parent in the ACS community, it is important for you to understand the vision and mission statements of our school. They are the foundation of our school and its programs, and cannot be attained without your support.

## **Educational Program and Academic Expectations**

The school's mission is to provide "a challenging academic program based on the Core Knowledge Curriculum that prompts academic excellence, character development and education enthusiasm for its students." Our goal is to provide a rich and balanced educational opportunity for all our students. High academic standards are at the heart of our expectations, although we recognize every learner has unique abilities, interests and motivations. Parents can encourage their child's success by monitoring progress in school and at home and participate as fully as possible in the school community. Homework assignments are given on a regular basis to reinforce classroom learning. Use of technology and organizational skills are also integrated into the curriculum.

At the beginning of the school year, teachers will send home a form requesting parent comments to help develop their child's student learning plan (SLP). The SLP will be a major topic of discussion at the first parent/teacher conference as it helps the teacher plan to meet each child's needs and communicate progress to parents. An SLP is collaboratively developed for each student based on a multi-assessment approach incorporating, but not limited to, standardized test results, teacher observations, parent

observations and demonstrated skills. The SLP identifies the goals and growth areas of each student for the year.

ACS curriculum is based on Core Knowledge Scope and Sequence grades K-8. This establishes the master plan for the content to be explored. Additional programs such as Saxon and Prentice Hall math, Open Court Reading program and Wild Goose Science supplement the Core. Other resources are obtained from many and varied sources.

Math is a scheduled block period for grades 1-5. Students are assessed and grouped according to their mastery levels allowing students to work at, above or below grade level. Saxon math is taught in grades K-6. Pre-Algebra and Algebra 1 are taught in grades 7 and 8 through Prentice Hall to facilitate the transition to high school.

The elementary level Reading/Language Arts instruction utilizes the Open Court Reading program, emphasizing phonetic development in the primary grades and anthologies in grades 4-5. Reading is a scheduled block period for grades K-5 allowing for both individual and small group instruction based upon reading mastery levels. Reading skills and content are further supplemented through Core Knowledge literature selections as outlined in the scope and sequence for grades K-8. Use of Instructional Aides allows for smaller groups, further reducing student/teacher ratios.

In addition to regular classroom subjects, Physical Education, Music and Computer Specialists teach grades K through 8. The computer lab consists of 20 lab stations with Dell Optiplex computers. The Computer Lab specialist utilizes instructional software for keyboarding, content instruction, extension and remediation.

Special education services are purchased from the District and are provided, as they would be in any of the District Schools. An Individual Educational Plan (IEP) requires the coordination of service providers, instructional assistants, faculty and administration. After evaluating your child's needs, special educational professionals and classroom teachers work in a collaborative effort in providing assistance to the special needs child. An IEP is a formal plan that outlines the educational strategies and modifications required for children with exceptional needs and are part of the federally regulated special education process.

Services are delivered through a variety of instructional means including, but not limited to individual and small group instruction, alternative classroom seating and/or placement, behavior contracts, modifications of assignments and testing procedures, instructional pace and classroom teacher support. Use of Instructional Aides allows the creation of smaller groups, again further reducing student/teacher ratios. The District's referral process is used to identify and staff students whose performance indicates they may require special assistance.

## **Program Evaluation**

Multiple assessments are used to determine the success of past instruction and define the nature of future instruction. Assessments include teacher observations, teacher made tests, formal assessments, standardized tests, evaluation of regular assignments and student projects. Student work, report cards

and standardized normed and criterion referenced tests will create assessment portfolios designed to verify student growth over time.

Charter schools are under far greater scrutiny than typical public schools. ACS follows the Douglas County standardized test schedule of administering the Colorado Standardized Assessment Program (CSAP) for grades 2-8. This test is used by schools in Colorado to provide a measure of a student's achievement in relation to his individual predicted ability. In addition to these, ACS also administers the Terra Nova Test of Basic Skills for grades 3-8. These tests provide important baseline data to measure our success with individual students and as a school.

## Homework Policy

Homework is part of our general academic expectations for our students. It prepares students for high school and college, and the work world to be faced upon graduation. It also helps develop a strong work ethic and personal organizational skills. Its immediate educational purpose is:

- ◆ to reinforce skills and concepts learned in class
- ◆ to develop study skills and habits
- ◆ to inform parents of what is being taught in the classroom

Homework assignments should be expected Monday through Friday of each week. They may be modified to accommodate the needs of your child. If your child consistently is not getting homework assignments finished in the allotted time, please contact your child's teacher. The goal is to reinforce, not burden, the student. Please remember that a middle school child's homework requirements both in content and length of time required will look significantly different from an elementary child's homework requirements.

In addition to regular classroom assignments, we would like each child to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, "the single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a destination point for all, but becoming a life long learner probably should be if one hopes to remain competitive throughout one's lifetime. We believe becoming a competent reader is critical to becoming a good student, and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. By reading to your child and participating in this process as a parent, you encourage your child's growth and strengthen family ties. By reading in front of your children, you model good habits and reinforce your expectations. And so, we request that you establish a "family reading time" at least three times a week.

The expected homework time allotment for each grade is as follows:

Kindergarten	20 minutes of family reading time
Grade 1	15-20 minutes <i>plus</i> family reading time
Grade 2	20-30 minutes <i>plus</i> family reading time
Grade 3	30-45 minutes <i>plus</i> family reading time
Grade 4	30-45 minutes <i>plus</i> family reading time
Grade 5	1 hour <i>plus</i> family reading time

Grade 6	1.5 hour <i>plus</i> family reading time
Grade 7	1.5 hours <i>plus</i> family reading time
Grade 8	1.5 hours <i>plus</i> family reading time

These are general allotted times and are subject to change depending upon the nature of a given assignment and the student's personal organizational and study skills. Some days may require less time while others require more.

## School Entrance Requirements

All pupils entering kindergarten in the Douglas County public schools must have reached their fifth (5th) birthday in the year of entrance on or before September 15. Students entering first grade must have reached their sixth (6th) birthday by September 15. Birth certificates (immunization records and proof of residency) must be presented at the time of enrollment.

## Wait List Policies

In an attempt to switch over to the lottery system of admission, adopted by the ACS Governing Board on May 10, 1999, the following policy will exist for filling open student spots during the 2000-2001 school year.

1. Using the current wait list document, a wait list of employee's children, siblings and home schoolers will be established for each grade K-8. Priority is given to employee's children first, siblings according to the date the sibling enrolled, and students in our homeschool program according to the date they filled out their *Intent to Enroll* for Academy Charter.
2. The names of the children who remain on the current wait list document after pulling off the employee's children, siblings and homeschool students will all be assigned a number. The numbers will then be pulled on a lottery basis and a list in order of lottery preference will be established for each grade level. This list will be valid until the next open enrollment period, January of 2001.
3. As spaces become open in the ACS program, the first preferences will be given to children on the employee, sibling and homeschool student list. If spaces remain after all the children on the employee, sibling and homeschool student list have been exhausted, then the spot will be offered to the first name on the lottery list for that grade level. (See #2)
4. As a child gains admission to ACS, any sibling he or she may have will be added to the bottom of the sibling list for their particular grade.
5. In December of 2000, all persons currently on the wait list need to re-apply for the open enrollment period. This application will enable their child to participate in the lottery for the 2001-2002 school year. The only exception to this rule is that the children who are on the employee, sibling or homeschool list will remain there until they receive admission to the school. No additional form will be required of them.

6. Any new family can fill out an *Intent to Enroll* form to be included in the lottery for the 2001/02 school year. If a family comes in to enroll after the lottery has been drawn in February, they will be placed on the bottom of the lottery list.

## **Enrollment Policy**

For currently enrolled students: Parents wishing to re-enroll their child in Academy Charter School must complete a *Re-Enrollment Form* by January 15th each year in order to retain their child's enrollment status. A vacancy is created when fewer children are re-enrolled than each class's capacity. As vacancies occur in currently enrolled classes, those vacancies will be filled using a lottery system.

New enrollees: New enrollees for the upcoming year will be drawn by lottery from an enrollment pool. The pool will be filled on a class-by-class basis drawing from the *Intent to Enroll Form* filled out by parents during each year's open enrollment period. The open enrollment period will be during the month of January each year. The lottery will be held on the first school day of February each school year and will set initial enrollment for the upcoming year.

Mid-year school vacancies: When a vacancy is created during the school year, that vacancy may or may not be filled at the school's discretion. If Academy Charter School chooses to fill the vacancy and has more applicants in the enrollment pool than spaces available, they shall fill those spaces using the preferences established in the most recent lottery period.

Exceptions: Priority must be given to the following classes of students:

- children of paid employees (not to exceed 10% of enrollment)
- siblings of currently enrolled students
- home school students wishing to enroll

## **School Visitations**

As a Charter school, we know many are interested in seeing our school in action, and we love to share what we're doing! Parents of Academy Charter School are invited to visit their children's classes at any time, although we recommend communication with the classroom teachers in advance. They can then make arrangements for you to participate, if that's your preference, or let you know if there is a conflict with Specials, etc.

Regularly scheduled school tours are available for prospective parents, students and visitors. These tours include an orientation to Academy Charter School's mission/vision statement, Core Knowledge Scope and Sequence, academic program, discipline and dress code policies, and parental involvement. A staff member or student guide will also be available at that time to answer questions and provide a tour of the facilities.

This system has worked well to provide access to the interested public as well as minimize distractions in the classrooms for our students. School tour dates for the 2000-01 school year are as follows:

September 19, 2000  
 November 21, 2000  
 January 23, 2001

March 20, 2001  
 April 17, 2001

## The Daily Schedule

Although classes vary somewhat by teacher and grade level, a day at ACS generally looks like this:

8:15 a.m.	Students begin arriving.
8:30 a.m.	All students should be in their classrooms. The school says the Pledge of Allegiance together; attendance and lunch counts are taken and sent to the office.
8:35 a.m.	Elementary Math Block
9:30 a.m.	Elementary Language Arts Block
10:30 a.m.	Students return to grade level classes
	<b>The Lunch &amp; Recess Schedule</b>
	K-5 classes have a 30-minute lunch and recess period.
11:20 - 12:00 p.m.	Grades K (full time only), 1, 2, 3      K&1 Eat 11:20-11:40; Play 11:40-12:00 2&3 Eat 11:40-12:00; Play 11:20-11:40
12:00 - 12:40 p.m.	Grades 4, 5      Eat 12:00-12:20; Play 12:20-12:40
12:00- 12:40 p.m.	Grades 6, 7, 8      Eat 12:20-12:40; Play 12:00-12:20
11:45	Kindergarten (1/2 time) dismissal; Students must be picked up no later than 12:00 p.m.
12:00 p.m.	Classes resume on a staggered schedule.
12:15 p.m.	Kindergarten (Afternoon) Begins
3:20 p.m.	Classrooms get ready for dismissal.
3:30 p.m.	Doors open for dismissal, pick-up is generally completed by 3:45 p.m.
3:45 p.m.	Students must be picked up no later than 3:45 p.m.

## Arrival & Dismissal Procedures

Parents not using the carpool during arrival MUST park in the parking lot and walk their students into the building and to their classroom. Students dropped off earlier than 8:15 a.m. will be placed in the Academy Kids program. If parents of those students do not pay the daycare provider, or abuse the program, Social Services and/or the Castle Rock Police Department will be contacted when those students are dropped off and left unattended at ACS before 8:15 a.m.

During dismissal, all students must exit promptly through the rear doors of the school when their carpool number is called; the only exceptions are when the parent is walking in to pick up the student or the student has permission on file in the ACS office to walk or bicycle home. Parents not using the carpool during dismissal MUST park in the parking lot, pick up their students from their classrooms K-5 or the Gym for Middle School and walk him/her through the parking lot to their vehicle.

The entire front/north curb is a designated fire lane, which means NO STOPPING OR STANDING AT ANY TIME. There is to be NO PICKUP OR DROPOFF of students at any time at any ACS curbs, including the side/east curb. The ACS Administrators, Staff, Parent Volunteers and Governing Board will enforce the curbside policy; THERE WILL BE NO EXCEPTIONS. The Police Chief will issue \$32.50 citations to anyone blocking the fire lane.



It is critical to the safety of all students that everyone uses this system.

## **Carpool information**

The carpool is operated by the school as a courtesy to parents. Interested parents can organize their carpools by residential subdivisions if desired. During the first week of school, every student will be assigned a carpool number for pick-up. All parents will be given their assigned number on a card to be placed in the right-hand side of their windshield; be sure your number is visible to all carpool persons. All daycare vans and/or buses will also be required to use the carpool lane during arrival and dismissal times.

Carpool hours are 8:15-8:35 a.m. for arrival and 3:30-3:45 p.m. for dismissal; remember, any students arriving after 8:30 a.m. will be considered tardy. During dismissal, students are to remain seated quietly in their classroom or in the Gym until their carpool number is called and they will depart ACS through the back doors. Any students left after dismissal time will automatically go in to the after school program.

## **Map Explaining Student Pick-Up**

## **Early Drop-off and/or Late Pick-Up Penalty**

ACS students are the responsibility of their parents prior to 8:15 a.m. as well as after dismissal/carpool ends at 3:45 p.m. Any students dropped off at ACS prior to 8:15 a.m. or remaining in the gym after 3:45 p.m. will be admitted into the Academy Kids Program. Payment to Academy Kids will be required and is the responsibility of the parents; ACS will work in conjunction with the Academy Kids director to enforce this policy. In case of an emergency, please call the ACS office.

## **Attendance**

Classes begin promptly at 8:30 a.m. Regular attendance is important to ensure achievement in school; thus, we discourage vacations, trips, doctor appointments, etc., when school is in session. ACS seeks to encourage a daily attendance rate that enhances rather than distracts from the academic program. Excessive absences and tardies by a few individuals can impede the learning program for others. Your child's attendance rates will be submitted to the Douglas County School District for review and further action.

## **Absences**

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before 8:30 a.m. It is critical to student safety that we know where they are at all times. You may call early and leave a message on the voice mail, 660-4881. Please call every day your child is away from school and place that information on voice mail, 660-4881. If a student is not reported absent by parents, the school will place a call to confirm the absence.

**Excused Absences:** Excused absences are those resulting from temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the Dean through prior requests of parents or guardians; and absences which occur when a student is in custody of a court or law enforcement authority.

Students returning to school after extended absences due to illness must be accompanied by a doctor's note.

**Unexcused Absences:** Unexcused absences are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the Dean. Unexcused absences include those resulting from suspensions and expulsions. No credit will be given for work completed during unexcused absences.

## **Extended Absences**

Extended absences due to family excursions, etc., should be discussed with your child's teacher well in advance. Make-up work and alternative assignments, and the schedule for their completion, can then be devised to minimize negative effects on academic learning. Extended absences should be communicated to the Dean's office in writing a minimum of one week prior to the absence.

## **Late Arrival (Tardy)**

Tardiness is a failure to appear on time and is considered a form of absence. Any student arriving late receives a tardy slip that is recorded in the office. Repeated tardiness will be reported to the Dean and subsequently to the district. Excused tardies are for those unforeseen circumstances such as poor weather and road conditions that inhibit a child's arrival on time. Parents must sign their child in at the front office to receive an excused tardy. Unexcused tardies are those circumstances that are not due to poor weather and road conditions or family emergencies.

## **Early Dismissal**

Parents arriving at school prior to dismissal should wait outside their child's classroom until 3:30 p.m. Last minute directions and a review of the day's assignments are often given during the classroom's preparation for dismissal. If you must pick up your child before the 3:30 p.m. dismissal time, you are required to sign him/her out on the clipboard in the office.

## **Make-up Work**

Students are absent from school for a variety of reasons. One day for each day that the student has been absent will be allowed for make-up work. It is the student's responsibility to find out what work was missed. Tests announced before the student absence will be given the extended time only if arrangements have been made prior to a student returning. Credit for work missed during excused absences will be allowed when the required work has been satisfactorily completed within the time specified. No credit will be given for any student for any class or portion of a class during which time the student was absent without an acceptable excuse. Students with unexcused absences are responsible for work missed and are expected to make it up for their own benefit. Credit for such work will not be given.

## **School Medication Policy**

## Important Items to Notify the Office About

Please notify the office of any and all changes of information regarding your child's address, phone number, emergency number, parent work numbers, etc., as soon as possible. It is vital that the office keep this information up to date and your prompt notification regarding any changes is sincerely appreciated.

## Lost & Found Items

Lost clothing, notebooks, and other items will be placed on the lost and found wall across from the Music Room. Books will be returned to either the elementary classroom teacher or the middle school book room. Valuable items will be kept in the office and identification will be required for their return. Unclaimed lost and found items are given to a local charity at the end of each quarter.

## Lockers

Academy Charter School provides lockers with combination locks for middle school students. THE LOCKERS ARE SCHOOL PROPERTY and not the individual's. Students will be held responsible for any excessive damage to their lockers. The school has the authority to search lockers when deemed necessary. Locker combinations are not to be given to anyone. Academy Charter School is not responsible for lost or stolen items.

Valuables such as radios, walkmans, compact discs, cassettes, video games, etc., are not to be brought to school. They are NOT safe in lockers even if locked. Problems with lockers should be reported to the office.

1. Students are not allowed to decorate the inside of lockers with posters, pictures, etc. which advertise sex, drugs, suicide, cults, alcohol, or any other negative or derogatory messages as determined by ACS staff.
2. Lockers must be kept neat and orderly at all times.
3. Lockers must be kept closed at all times when not in use to maintain the integrity of the fire corridors.

# **Communications**

## **Friday Folders**

Communication between school staff and parent/students is crucial for overall school success. Every Friday students will receive a large envelope filled with all the written communication for that week. This would include, but not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, etc. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and send it back the following school day. The teacher then keeps the contents that are for his/her benefit and forwards the rest to the office. Only in an emergency, as determined by the Dean, would information be sent home on a day other than Friday. Whenever papers are sent home, parents are expected to read them carefully. Good communication is always a two-way street!

## **School Newsletters**

School newsletters are sent out twice a month on Friday. Please check your child's Friday folder for this important information. Parents of middle school students will receive their child's newsletter by mail.

## **Student Organizers**

Organizational skills are so important to lifelong success that we have made them part of our curriculum. Daily assignment books are available for students in grades 1-8 for a small fee.

## **Teacher Conferences**

Formal parent/teacher conferences will be scheduled at the end of the first and third quarters. This school year conferences are scheduled for November 1 and 2 and April 4 and 5 which are half-days for the students. Arrangements for additional conferences may be made at any time with your child's teacher or specials teacher. We urge you to exercise this "right" should any concern or questions arise. Send a note to set up a time for a phone or direct conference. Your child's teacher will respond promptly.

## Report Cards

Student Report Cards are completed at the end of each 9-week quarter. They will be handed out during conferences at first and third quarters, and sent home with (K-5) students for second quarter fourth quarter. Middle school students' report cards will be mailed home at the end of the second and fourth quarters.

To promote communication with parents, the middle school teachers will be sending progress reports home on a tri-weekly, pre-scheduled basis. A schedule of middle school progress reports will be published in the school newsletter. Progress reports for grades 3-5 will be sent home in the middle of each quarter.

## Governing Board & Committee Meetings

Board Meetings are held in the multi-purpose room on the second Monday of the month, starting at 6:30 p.m. It is here that the business of the school is discussed and action taken to define the policies and some formal operational procedures for the school. All meetings are open to the public and your participation is welcomed.

Various committees are in operation and schedule meetings on an as needed basis. All meetings are open and welcome your participation. Meeting times and agendas are posted in the window next to the front entrance.

## Parental Conflict Resolution Policy

The Governing Board of Academy Charter School recognizes the desire of the parent body to have a voice in the educational process of their children. The following policy is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students.

When a conflict arises between a parent and a staff member of ACS, the following steps should be taken:

1. The parent should always go directly to the staff member in questions and set up a private meeting where the concerns can be discussed. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one. **Most problems can be resolved in this manner.**
2. If mutually agreed closure is not made, the parent may arrange a meeting with the Dean of Academy Charter School. In this meeting the parent should discuss the attempts that have been

made to settle the problem with the staff member. The Dean, at his/her discretion, may invite the staff member to be present.

3. Following the first two meetings, if closure is not reached, the parent may request in writing, a meeting with the Parent Grievance Committee. This request should include a written description of the problem. Upon receipt of the request, the Parent Grievance Committee will request the Dean to provide them with a written summary of his knowledge of the problem. The committee will then set up an informal meeting with the parent to assess the situation. Following this information-gathering period, the committee will set a meeting between themselves, the parent, the Dean and the staff member to seek to mediate an agreement and bring closure to the concerns.
4. If there is still no closure, the parent may request a meeting with the Governing Board in executive session. It will be the responsibility of the Parent Grievance Committee to provide the Board with a copy of the parent's complaint, the Dean's written response and a report of the mediation session. The committee will also be present to provide a narration of the meeting that occurred in Step 3. The Dean, staff member and parent will be present at this meeting. The Board reserves the right to excuse the Dean, staff member and parent during portions of the discussion. This meeting is private and will be held in executive session. The majority decision of the Governing Board is final.

## **Official Posting Place for Communications**

Meeting times and agendas, community events, and school activities will be posted on the glass window near the front entrance. All non-school related meetings, events and activities must be approved by the Dean before posting and will be dated and removed at the end of a two-week period.

## **Advertising on School Grounds**

All materials posted or distributed on school grounds must be submitted to the Office for formal approval before posting or distributing. This is a District policy, and it applies to students, staff, parents, and community members. Any unapproved materials will be removed or confiscated. Materials posted on the community bulletin board will be dated and removed at the end of a two-week period.

## **Photography Release**

Because of our status as one of Colorado's first charter schools, we occasionally have reporters and photographers from the media visit the school. Your child may or may not be photographed or filmed as part of the reporting process. We would like your permission to release the use of any such photographs to ACS and/or the reporting agency for all lawful purposes. The Handbook Acceptance & Photographic Release form should be completed and returned to the office.



## **School Closure Procedures**

While emergency closings occur infrequently, we are prepared for any time when building systems malfunction making the building unfit, or when weather makes it necessary to send children home.

During severe weather, please keep your radio or TV on for announcements regarding emergency school closings or delayed openings. We will follow all school closures and the delayed starts with the Douglas County School District. The first broadcast is usually made at 6 a.m. and periodically thereafter until 9 a.m. (KHOW-AM 630/FM 95.7 and KOA-AM 850 begin broadcasts as soon as they have received information.) Please do listen for these announcements, as our phone lines will be "jammed" during inclement weather. We have two alternatives for "bad weather" days. The options are:

1. The Weather Hotline for our area is (303) 814-4747. The District maintains this Hotline for school delays or closings. You can call this number as early as 4:00 a.m. to find out if the Castle Rock area schools are closed or on delayed schedule.
2. School will be canceled for the day with notification on radio or TV stations. Our message line, 660-4881, will respond with the cancellation recording.
3. A delayed start will cause us to start school one and one-half hours later (10 a.m.). As with the school cancellation procedure, this will be announced on radio and TV stations beginning with the 6 a.m. news. Our message line, 660-4881, will respond with the delayed school start message. The dismissal time will be at 3:30 p.m. as usual.
4. If it becomes necessary for the welfare of our students to close school during the day or to delay school dismissal, the emergency phone tree calling system will be put into effect. We ask families to prepare their children in advance for this possibility by discussing your individual procedures, and filing the Emergency Card with the office.

## Lunch

Students may purchase a hot lunch or bring a lunch from home. Milk is available for purchase for children who prefer to bring a cold lunch. A well-balanced, hot lunch is served every day in the multi-purpose room. These lunches are delivered from Douglas County High School. Monthly lunch menus will be sent home with the school newsletter.

Students may purchase their lunch or milk with cash. However, we strongly encourage the use of the lunch card. By purchasing a monthly lunch ticket, students receive one lunch free. Paying daily is very time consuming for staff, and costs the school money in terms of administrative time. Exact change is always appreciated.

### **Current lunch prices (including milk):**

Daily - \$1.75

Weekly - \$8.75

Monthly - \$35.00

### **Current milk prices:**

Daily - \$.35

Weekly - \$1.75

Monthly - \$7.00

Free and reduced-price lunches are available to families who meet specific income guidelines. You may inquire at the school office for complete details and the necessary forms. This program is designed to assist families in transition, and based on the number of participants, may also provide the school with access to federal funds for a supplemental reading program to be used by all ACS students.

## Lunch Room Discipline

### **Rules**

1. Follow directions the first time they are given.
2. Sit at your assigned classroom table and eat QUIETLY for at least 15 minutes.
3. Use indoor voices. (Warning: Lights on and off means quiet down. Whistle means FREEZE, STOP TALKING, LOOK at adult whistle blower, and wait for further directions.)
4. The class is allowed to leave when the table, benches, and floor are clean and you are called to line up.

### **Consequences**

Positive rewards are used to encourage proper behavior. However, when rules are not followed there will be consequences. Recess will be postponed for the table and/or individual elementary students until all requirements of rules 1-4 have been met. The Dean will determine subsequent action if necessary. Middle school students will receive after-school detention for disruptive behavior during lunch.

## **Dress Code**

### **Why Do We Have a Dress Code?**

When the school was first formed, it was decided a Dress Code would help establish a desirable learning environment. Research had indicated an affordable uniform dress code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere. The parents and School's experience from the first year of operation supported these conclusions, and so the Dress Code continues with minor changes.

Written notification (and/or phone calls) of dress code violations will be sent home with elementary students, to be signed by parents and returned. We appreciate your effort to assure your children dress appropriately, as this system can only work with complete support by parents and consistent enforcement by ACS.

### **Dress Code Violations**

The Dress Code will be enforced. Dress code infractions at the elementary level will be dealt with in the following manner:

First violation	A written warning will be sent home.
Second violation	Parents will be notified by phone.
Third violation	Conference with parents.

Middle school students who incur 3 dress code violations will not be allowed to participate in the next scheduled dress of choice day.

Exceptions to the dress code are for dress of choice days or students participating in scouting programs who wish to wear their scouting uniforms on the days of their Pack or Brownie meetings. Students who are not in uniform may not participate in field trips or leave campus for any school activities.

### **Dressing for the Weather**

“The weather outside is frightful”... It's best to assume we'll have an outside lunch recess every day, throughout all seasons. Please be sure your child has a warm hat and coat, gloves and boots. We need to have a note from home if your child is recovering from a bronchial/asthmatic condition that warrants staying inside.

# ACADEMY CHARTER SCHOOL

## Dress Code

**General Guidelines** - for ALL students

*Following are the approved clothing items, all items must be correct colors -  
PLEASE SEE COLOR SWATCHES FOR MATCH:*

- Pants:** navy straight-legged twill or thin-wale corduroy, no more than four pockets, off ground but to the ankle in length. No cargo pants.
- Shorts:** navy twill or thin-wale corduroy, no more than 4 pockets. No shorter than 4" above knee"; no longer than 2" below knee. No cargo shorts.
- Shirts:** navy, white, hunter green, red or light blue turtleneck, long-or short-sleeved polo, or oxford cloth without emblems
- Sweatshirt:** navy with ACS logo, to be worn over approved shirt
- Sweaters:** navy, white, red or hunter green cardigan, v-neck or vest of flat-knit weave, no patterns or emblems. Waist length.
- Socks:** navy or white crew, knee-high, with no decoration. Socks are always to be worn.
- Shoes:** Black, brown, white, navy solid or close-to solid colors in athletic or leather style, matching shoes & laces. No cowboy boots, open-toed or open-heeled shoes. Platform shoes not allowed. 1/2" soles and 1" heels maximum.
- Belt:** black, brown, navy, or khaki leather or fabric belts with plain buckles. Not required, but if worn, belt-ends no longer than 6" and tucked in.
- Hats:** no hat of any kind may be worn inside the building
- Hair:** clean, combed appearance. Outlandish hairstyles will be considered inappropriate.
- Jewelry:** One of each of following may be worn: small necklace, bracelet, ring, watch. (Girls earrings outlined below) No other pierced jewelry may be worn. No ankle bracelets.
- Nails:** clean, and without ornamentation (girls see below)
- P.E.:** appropriate athletic shoes should be worn on gym days
- Scout Uniforms:** Cub Scout, Brownie, Boy Scout and Girl Scout uniforms may be worn on meeting days.
- Fridays:** ACS logo tee-shirts and sweatshirts may be worn.

### GIRLS

**(All plaid items are Lloyd plaid only)**

- Skirt:** Lloyd plaid or navy twill
- Jumper:** Lloyd plaid or navy twill
- Skort:** Lloyd plaid or navy twill
- Length:** All of above may be no shorter than 3" above the knee
- Blouse:** white long or short sleeve, peter pan or straight collar, no lace or decoration.
- Tights:** Navy or white plain or cable-knit tights. No nylon stockings.
- Hair/Accessories:** Accessories should be color-coordinated with swatches or neutral.

**Jewelry:** one pierced post earring per ear  
**Nails:** clear nail polish only (middle school see below)

## BOYS

**Hair:** Not longer than 1” below collar in back.  
**Hair/Accessories:** no beads, yarn, fabric or other items in hair.  
**Nails:** no color on nails

### ADDITIONAL DETAILS

**Outerwear:** Outerwear, including boots, worn to and from school and at outdoor recess should be removed when in the building.  
**Undergarments:** Plain white undershirts may be worn under school shirts. Shorts may be worn under skirts but should not be visible.  
**Clean/Repair:** All articles of clothing should appear neat, clean and in good condition and repair.  
**Fit:** Oversized, baggy, excessively tight-fitting, revealing, low-riding, or suggestive items shall not be worn. Items with a waistband should be worn at the waist. Shirts should be tucked in bottom pieces. Boxer shorts should not be visible. Pants may not be rolled at bottom.

**\*\*Middle School:** Students may wear ACS-logo long-sleeved denim dress shirts purchased from ACS authorized supplier, & khaki colored pants, shorts, skirts or jumpers that fit the above guidelines for pants and shorts - see swatch for fabric match.  
Girls may wear lightly applied mascara, blush and lip-gloss. Light pink nail polish may be worn by girls. Students should bring a white or navy tee shirt for P.E. classes.

Dress items not covered above, that are a distraction or inappropriate, are subject to review by the Dean.

Any special need for exception to the code may be approved by the Dean.

Dress code violations will be dealt with in accordance with the Academy Charter School Code of Conduct.

## Casual Day (Dress of Choice) Guidelines

ACS students are expected to maintain the same high standards of conduct and grooming that apply to regular school days.

### Casual Day Calendar 2000-01

The following days are “Casual Days” at ACS:

October 13, 2000	February 16, 2001
November 21, 2000	March 23, 2001
December 21, 2000	April 6, 2001
January 12, 2001	May 31, 2001

### General Guidelines for Casual Days (Dress of Choice)

**Students may wear clothing other than the ACS uniform on calendared “casual days”. Please refer to the ACS Dress Code “additional details” as they ALL APPLY to casual days.**

The following additional guidelines apply:

**T-Shirts:** No shirts shall portray vulgarity, profanity, words or symbols promoting or showing allegiance to gangs, violence, drugs or alcohol. Low-cut shirts, cutaway armhole shirts, halters, low-cut tank tops, tube tops or any other extreme clothing are not acceptable.

**Pants/Shorts:** No spandex or bike shorts.

**Earrings:** Conservative dangling earrings may be worn except on P.E. days.

**Open-toed shoes:** May be worn except during P.E.

**Chains:** Chains (except for acceptable necklaces as outlined in the Dress Code) are not acceptable.

**Hats:** No hats may be worn in the building.

**Objective:** To create an optimal learning environment and show respect to students, staff and volunteers

# Discipline Code

## Behavior Expectations

ACS students are expected to be well behaved at all times, respecting themselves, others and property. Our philosophy toward discipline is that discipline policies and procedures should provide guidance and direction toward acceptable behavior, with the goal being to develop a child's *self*-discipline.

The ACS staff has developed rules for student behavior within the school, at recess, and when out in the community. The methods we use in enforcing the rules involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student;
- Balanced against the severity of the misconduct;
- Appropriate to the student's nature and prior behavior;
- Fair to the student, parent and others; and,
- Effective.

In order to develop an environment conducive to learning, the Deans will confer with the teaching staff to develop and/or review rules of conduct to be employed in the school and corrective actions and sanctions that may be used in the event of rule infractions.

Students in grades 5-8 who are involved in a rule infraction which requires notifying the office or the Dean will be required to make a phone call to their parents or legal guardians, either at home or at work, in order to inform them of the violation and the disciplinary action taken. The Dean will contact the parents of students in grades k-4 by phone should they be involved in a similar rule infraction. A *Discipline Referral Form* is also used for communication between home and school for major infractions. The parents will receive a copy of this form and a copy will be kept in the student's file in the office.

If a student continually tests the school rules, an individualized improvement plan will be developed and implemented with the assistance of the student's parent(s).

## **Academy Charter School Discipline Policy: K-5**

The following general rules apply to all students in the K-5 program:

### **School Rules**

1. Follow directions when they are given.
2. Show respect for yourself and others, their property and feelings.
3. Disruptive behavior is not tolerated anywhere on school property.
4. Follow lunchroom, playground, and classroom rules.
5. Walk quietly in the halls.

### **Consequences for Minor/Major Infractions, K-5**

Minor infractions require direct communication to the student. A second infraction will result in the loss of a recess or time alone from classmates, or natural consequences that are the result of the student's own actions. A third infraction will result in a parent phone conversation and/or conference.

Minor Infractions are, but not limited to: yelling (in classroom), slamming, kicking, or throwing personal or school property (without intent to injure another); disregarding the dress code; disobeying general classroom rules; disobeying cafeteria or playground rules; teasing, littering, sarcasm toward others. Consequences: Natural consequences that are the result of the student's own actions; apologies, verbal or written; relinquishing privileges, such as recess time; activity restriction; trash pickup or other assistance to school staff.

First major infraction will result in a parent conference to discuss possible suspension and other solutions.

Major infractions are, but not limited to: Hitting, pushing, shoving, kicking, biting, or otherwise physically assaulting another student; destroying school property; leaving the school premises without permission; defiance to an adult; verbal harassment of others; use of foul or profane language; possession of matches or cigarette lighters; possession of drugs, alcohol or dangerous weapons, cheating on tests; theft. Consequences: Depending upon the circumstances and the age of the child, a form is sent home to be signed and returned; parents are contacted; a conference may be scheduled, during which appropriate follow-up actions are discussed. An in-house suspension, regular suspension or expulsion for three to five days at Dean's discretion may result. In-house suspensions require one parent to attend class with the student. Arrangements will be made around parent work schedules.



- \* **Mandatory Expulsion:**  
Striking a teacher or school employee; use or possession of any controlled substance on school grounds, including alcohol, tobacco, firearms, knives, firecrackers, pornographic materials; vicious or extensive destruction of school property; major theft valued at over \$100.

All slates are wiped clean at the beginning of each school day. This allows the student to have a “fresh start” each morning.

### **K-5 Classroom Rules**

Each K-5 teacher is required to have a set of classroom rules in addition to the general school rules. Classroom rules will further define acceptable behavior of K-5 students. Parents will be informed of classroom rules through classroom newsletters, scheduled parent teacher conferences, and phone conferencing.

## **Academy Charter School Discipline Policy: Grades 6-8**

The following general rules apply to all students in grades 6-8 Middle School.

### **Classroom Rules:**

1. Be on time and in your seat.
2. Follow directions the first time they are given.
3. Raise your hand if you wish to speak.
4. Respect yourself and others, their property and feelings.
5. Bring all necessary materials to class.
6. No gum, drink, or food allowed in classrooms.

### **Backpacks**

For safety reasons, students will not be allowed to carry backpacks from class to class. Each student should come to class with the necessary items for that particular class. If a student needs to go back to his or her locker for something once class has started, he/she will be issued a tardy.

### **Tardies**

We encourage all students to be to class on time and prepared with the proper materials. Three unexcused tardies will result in a detention being issued. Students who have to go back to their lockers because they have come to class unprepared will be counted as tardy for that class period.

## **Late Work**

Late work will be accepted one day following the due date with 25% off for being late. No late work will be accepted after that. This policy will be strictly enforced to enable your child to make the transition to high school where most teachers accept no late work at all. Now is the time to develop the habit of timeliness. If unforeseen circumstances occur, alternative arrangements can be made for an assignment due. Alternative due dates must be requested prior to the original due date, not on the due date.

## **Make-Up Work**

Students are absent from school for a variety of reasons. Planned extended absences should be communicated to the Dean's office in writing a week prior to the absence. One day for each day that the student has been absent is allowed for make-up work. After that time, the late work policy applies. It is the student's responsibility to find out what work was missed. Tests that were announced before the student was absent will not be given the extended time unless other arrangements have been made prior to a student returning.

## **Testing**

No talking is allowed during a test or quiz. Talking of any kind, regardless of the topic, will result in a grade of "0" on that test. A student talking after his test has been turned in but before all students have had a chance to complete their test will result in points being deducted from that student's test. Everyone deserves the courtesy of silence to concentrate.

## **Hallway Behavior**

Middle School students will, at times, share the hallways in the elementary section of the school. For the safety of all concerned, a separate set of rules needs to be in place for Middle School Students while they are in the Elementary side of the building.

### **Elementary Hallways**

1. **No talking** will be allowed in the elementary hallways.
2. Middle School students **must walk single file** in the elementary hallways
3. Middle School students **may only use the hallway by the bathrooms.**
4. Misuse of the elementary hallways will result in a detention.

### **Middle School Hallways**

1. Talking will be allowed in the Middle School hallways as long as that privilege is not misused.
2. Students must walk with courtesy through the Middle School hallways.
3. **No "rough housing"** will be allowed in the Middle School hallways.

## **Consequences\ Procedures for Minor Infractions**

Minor infractions will result in the immediate issuance of an after-school detention. Classroom teachers, instructional aides, or the Dean can assign detentions. Students will be sent to the office to call his or her parents to inform them of the infraction and the date of the detention. A detention form will also be submitted to the office with a copy to be given to the middle school student to take home and have signed by the parent. The parent-signed copy of the detention form must be returned to the school no later than the day that the detention is to be served. All detentions will be served after school for one hour. Students serving detentions on the same day as an after-school activity or sport will not be allowed to participate. A detention date can be changed only in cases of extreme circumstances upon parent request directly to the Dean. All changes in detention dates are at the Dean's discretion.

## **Consequences\ Procedures for Major Infractions**

Major infractions will result in immediate suspension. Suspensions can only be assigned by the Deans. A Discipline Referral form will be completed by the Dean and the student. Parents of the suspended student must pick up the student as soon as possible at which time they will confer with the dean. If circumstances will not allow the parents to pick up the student, he/she will remain in the office for the remainder of the day and will be sent home with his or her regular car pool. In this case, the parents of the student will be required to arrange an appointment with the dean the following day. A copy of the Discipline Referral form will be given directly to the parents and a copy will be kept in the student's file in the office. Length of suspension is at the Dean's discretion, generally 1-5 days. A conference involving the Dean, student, and student's parents is required before a student will be readmitted. If a student is suspended for a third time, he/she may be declared as a habitually disruptive student, in which case expulsion shall be mandatory in accordance with Colorado School Law section 22-33-106, C.R.S.

## **Description of Discipline Infractions**

The following list gives examples of infractions but is not exhaustive.

- \* **Minor Infractions:**  
Yelling (in classroom), slamming, kicking, or throwing personal or school property (without intent to injure another); disregarding the dress code; disobeying general classroom rules; disobeying cafeteria or playground rules; teasing, littering, sarcasm towards others. Consequences: Minor infractions will result in the immediate issuance of a detention. Natural consequences that are the result of the student's own actions will also be required: apologies, verbal or written; relinquishing privileges, such as recess time; activity restriction; trash pickup or other assistance to school staff.

\* **Major Infractions:**

Hitting, pushing, shoving, kicking, biting, or otherwise physically assaulting another student; destroying school property; leaving the school property without permission; defiance to an adult; verbal harassment of others; use of foul or profane language; possession of matches or cigarette lighters, cheating on tests; theft. Consequences: Depending upon the nature of the circumstances and the age of the child, a copy of the Discipline Referral form is sent home, parents are contacted; a conference may be set-up, during which appropriate follow-up actions are discussed. A suspension for one to five days at the Dean's discretion may result.

\* **Mandatory Expulsion:**

Striking a teacher or school employee; use or possession of any controlled substance on school grounds, including alcohol, tobacco, firearms, knives, any explosive device, pornographic materials; vicious or extensive destruction of school property; major theft valued at over \$100.

**Permanent Expulsion:**

Committing five major infractions, or the second major infraction after being expelled once.

*Please note the following excerpts from Senate Bill 93-140 which shall state the grounds for suspension or expulsion of a child from a public school during a school year.*

**Grounds for Suspension, Expulsion and Denial of Admission:**

The following shall be grounds for suspension or expulsion of a child from a public school during a school year:

1. Behavior ON OR OFF SCHOOL PROPERTY which is detrimental to the welfare OR safety of other pupils or of school personnel;
2. Serious violations in a school building or in or on school property, including, but not limited to, CARRYING, BRINGING, USING, OR POSSESSING a deadly weapon as defined in section 18-1-901 (3)(e), C.R.S., the sale of a drug or controlled substance as defined in section 12-22-303, C.R.S., or the commission of an act which if committed by an adult would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., for which suspension or expulsion shall be mandatory;

3. REPEATED INTERFERENCE WITH A SCHOOL'S ABILITY TO PROVIDE EDUCATIONAL OPPORTUNITIES TO OTHER STUDENTS.
4. Having been expelled FROM ANY SCHOOL DISTRICT during the PROCEEDING TWELVE MONTHS;
5. BEHAVIOR IN ANOTHER SCHOOL DISTRICT DURING THE PRECEDING TWELVE MONTHS THAT IS DETRIMENTAL TO THE WELFARE OR SAFETY OF OTHER PUPILS OR OF SCHOOL PERSONNEL.

## **Discipline Referral**

## **Detention Form**

## **Textbooks**

All basic texts are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. We require students to cover their textbooks. **Students will be charged a fine for damaged or lost books.** Textbooks lost and/or damaged during the school year will be assessed the full cost of a new book.

## **Field Trip Fees**

Each of our classes will take at least two field trips per year. The students fund trips. Occasionally, we will have fund-raising events to assist with field trip funding. From time to time small groups of students may go on extraordinary trips necessitating parent transportation. Before that may occur, a specific insurance form must be completed and submitted to the District for approval. These forms will be distributed at the beginning of the school year, or may be picked up from the school office.



## Parental Involvement

### Parent Participation Agreement

By enrolling your child at Academy Charter School, you have chosen to participate in a unique educational experience that actively involves both you and your child. Our school was established on the belief that parents are an important element in a child's education and that parent involvement is necessary for the success of Academy Charter School. A copy of the Parent Participation Agreement follows.

The opportunities for your involvement in the school are abundant as well as diverse. Although we recognize that time is at a premium for every family in today's world, we ask the following from our entire parent population in order to ensure the continual success of Academy Charter School.

#### **I will demonstrate my commitment to Academy Charter School by:**

1. Insuring that my child will be on time and attend school on a regular basis. He/she will attend school unless he/she is unable to function at school due to illness. The State of Colorado states that each child should miss no more than eight days of school in a given year. If my child is ill, I will notify the office of the illness and will send in a note explaining the absence when my child returns to school. I will try to schedule vacation in conjunction with school breaks and holidays.
2. Reading with my child each evening for the time recommended in the Homework Policy.
3. Taking my child to the public library as many times as required during the school year.
4. Seeing that my child has proper hygiene, nutrition and rest.
5. Seeing that my child is dressed properly in adherence to the dress code.
6. Seeing that my child is dressed properly for the weather conditions.
7. Making sure my child has a quiet place to study at home and monitoring all homework assignments.
8. Attending all conferences and communicating with my child's teacher(s) to monitor progress and to address questions and concerns.
9. Reading and returning, on time, as requested, all informational materials sent home by the school in order to ensure good communication.

10. Actively participating in Academy Charter School by:
- a. Attending **one Governing Board** meeting a year.
  - b. Attending **one committee meeting** (committee of my choice) a year.
  - c. Assisting in **one PTO fundraiser** per year.
  - d. Attending **one workday** per year.
  - e. Volunteering a minimum of **2 hours per month** (20 hours per year) per family at the school or at home in some way that benefits the school; i.e., classroom help, carpool for fieldtrips and library runs. **Attending one workday per year counts toward your 20 hours.**

**OR**

Choosing a specialized participation on one or more of the committees at the school, including but not limited to:

**Governing Board**, or its sub-committees:

Building Accountability Advisory Committee, Long Range Planning, SWAC or **Dean Committees**—Facilities, Grants, Library Committees

**PTO**, or its sub-committees:

Fund Raising, Communications, Social, Enrichment

I will actively participate by attending meetings and contributing to the work of the committee on a regular basis.

I Will Commit My Family To Academy Charter School For The Next School Year And Assist In Its Further Development And Success.

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature

Names of children attending Academy Charter School for the 2000/01 school year:

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Need for Volunteers

Last year, approximately 11,246 volunteer hours were logged with 142 of ACS families volunteering 20+ hours and 66 families volunteering some time to the school. Our goal for this year is 20-hour participation by 80% of our families, which was originally set in our Challenger School Application. Volunteering can be completed through a variety of means whether it is directly assisting the teacher in the classroom, working on a school committee, assisting with special classroom and/or school projects, driving for a field trip, and assisting with building projects. Every parent has a talent to contribute and time to contribute his or her talent. Please contact the Volunteer Coordinator if you should need help in finding a spot that best fits your talents and time. ACS exists and continues to flourish because of parental involvement.

## Volunteering at ACS

*“Families need to be involved in improving learning in the home and in every school across the nation if our children are to become more competent scholars and more successful and productive citizens.”* U.S. Dept. of Education

You do not need a teaching certificate, you only need:

- A genuine interest in students
- A commitment to your volunteer activity
- Regular attendance
- A cooperative attitude
- Flexibility

## CONFIDENTIALITY

Please keep information and impressions you have about students between yourself and the teacher. A misplaced comment can be devastating to a student, a family and the volunteer program. If you do have questions or concerns, talk with the volunteer coordinator or the Dean.

## IDENTIFICATION

For the safety of our children, we ask that you:

- Always report to the school office before you begin your day
- Sign in and out on the volunteer sign-in sheet
- Wear your Volunteer Name Badge when in the building

## VOLUNTEER HOURS

These hours are used by the school and the district to develop volunteer history, to document achievements and to aid in procuring grants for our school. Please assist your Volunteer Coordinator by regularly signing in and logging your hours in the Volunteer Log Book.

## VOLUNTEER HOURS OFF-SITE

Those who do clerical volunteer work or telephoning at home or work outside of the building, should keep a written record of the hours of service. Please post your hours in the Volunteer Log Book.

## ATTENDANCE AND PUNCTUALITY

- Reliability is expected because teachers and school staff plan for volunteer assistance. If you need to be absent, call the school the day before and ask that the teacher or the volunteer coordinator be told of your absence. If this is not a possibility, please inform the teacher as soon as possible regarding your absence.
- Do not accept this responsibility lightly. Teachers will have planned for you; the students are dependent upon you. Volunteer for only the time you can realistically expect to fulfill.

## DRESS CODE

Dress comfortably, but remember that you are a role model for our students.

## VOLUNTEER EXPENSES THAT ARE DEDUCTIBLE FOR INCOME TAX

Transportation: You may deduct the cost of transportation (gas and oil expenses) to and from the school.

Supplies: You may deduct supplies and materials that you personally purchase to use exclusively in your volunteer role.

## RESUME

Keep a record of your volunteer activities, along with workshops and training you attend to be included in future resumes. Many employers consider volunteer experiences to be applicable to the business world.

## RESPONSIBILITIES

Remember you are in the classroom to help the teacher. Please be sensitive to the teacher's direction and wishes for the students. If you have suggestions about the classroom, please discuss this with the teacher before or after school, not while you are volunteering.

## SIBLINGS AND PRESCHOOLERS

In order to give your full attention to your volunteer job, and because we do not have daycare available, we would ask you not to bring your young children to the school while you volunteer.

## PERSONAL CONVENIENCES

You are welcome to use the restrooms upstairs in the teacher's lounge area. The coat rack in the lounge is available for your use and there is a telephone in the lounge that you may use if necessary.

## ENJOY THE STUDENTS

By giving of yourself, by sharing time, by caring...you are making a difference!

## The PTO's Role and Function

The ACS PTO is a non-profit organization run by a board of parents, a teacher representative and the Dean. It consists of a President, four vice-presidents who run the four standing committees, a Treasurer, a Secretary, a Teacher Rep, and the Dean. Every parent is a member. Elections are held each May for the following school year.

President	Brenda Lopez	814-
V. P. Social	Tamaris Dortch	660-
V. P. Fundraising	Diane Melone	814-
V. P. Communications	Brenda Miller	660-
V. P. Enrichment	Laurie Gatrell	688-
Treasurer	Kristin Sidney	660-
Secretary	Cheryl Lane	688-
Silent Auction	Monica Durkop	688-
Teacher Representative	Cheryl Bridges	660-

Meetings are held on the 4<sup>th</sup> Tuesday of every month at 7:00 p.m. All parents are required to volunteer for one PTO event as part of the standard volunteer requirements. Parents are encouraged to join a standing committee. Active participation on one of these committees exempts you from the standard requirements. The committees include:

**Social Committee** – Help provide food during parent/teacher conferences and PTO social functions. Help plan social functions for the PTO such as Teacher Appreciation Day.

**Fund Raising Committee** – Help set up and run PTO fundraisers.

**Enrichment Committee** - Help establish an after school enrichment program and parent enrichment program.

**Communication Committee** – This committee is formed to develop communication among parents, staff and the Governing Board.

## Community Involvement

We have received much support from individuals and organizations within our local community, most notably from the Douglas County School District and the Town of Castle Rock. Community relations will continue to be important to us, and we are all good-will ambassadors for the school.

We hope in the future to create partnerships with local businesses and pursue grant opportunities. Any information or expertise you can offer in this area is greatly appreciated.

## **The Governing Board**

The primary responsibility of the Governing Board is to oversee and establish the operating policies and procedures of the school. Implementation of the policies and procedures, and daily operations are the responsibility of the school's administrative personnel. The Governing Board will meet at least once a month to discuss ACS's operations and hear reports from Board Members and Sub-Committees. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed. Requests, concerns, and information items are offered from parents, students and teachers for public discussion at this time.

During the 2000/01 school year, a five person Governing Board will govern Academy Charter School. All board members are parents of children at ACS.

GOVERNING BOARD MEETINGS ARE OPEN TO ALL, AND EVERYBODY IS WELCOME! Governing Board meetings are held in the gym on the second Monday of the month, starting at 6:30 p.m. Check your School Newsletter for meetings dates and times, or for notices posted in the front window of the school.

For issues involving personnel, contracts, or other sensitive matters, the Board may vote by a two-thirds majority to adjourn to Executive Session.

The Governing Board for 2000/01 is as follows:

<b><i>Governing Board Members</i></b>		<b><i>Home</i></b>
President	Keith Seifert	660-
V. P. /Long Range	Kirk Huffstater	660-
Secretary/Treasurer	Scott Durkop	688-
BAAC	Lisa Hilbig	814-
SWAC	Carolyn Sharette	681-

## WAYS TO VOLUNTEER

### ACS GOVERNING BOARD COMMITTEES

**Long Range Planning Committee** – This committee will research options available to ACS for obtaining a permanent school facility. CONTACT: Kirk Huffstater (303) 660-

**School Wide Accountability Committee**—(SWAC) This committee will gather information, reporting and other duties as required by the BAAC, which is a sub-committee of SWAC. They will evaluate assessment tests taken by ACS students and implement and tabulate staff and parent surveys.

### OTHER ACS COMMITTEES

**Facilities**—This committee will coordinate and oversee the maintenance and upgrade of the school building. CONTACT: Brad Bylsma (303) 660-4881

**Grant Writing Committee**—Volunteers on this committee will identify grant and funding sources, prepare applications and write up any grants for outside funding. CONTACT: Bill Benzel (303) 814-

**Eighth Grade Graduation Committee** – Attention 8<sup>th</sup> Grade Parents! This committee is responsible for planning, organizing, and coordinating the Eighth Grade Graduation at the end of the school year. This committee needs to be formed as soon as possible to be able to line up all events for the graduation. We also need a committee head. CONTACT: Dean Bylsma

**Library Committee** – Volunteers will catalog, process and circulate books, assist with story time for students, book fairs and other fund-raisers for the library. CONTACT: Mauri Mays (303) 660-

ACS is a NON-SMOKING ENVIRONMENT. Smoking is NOT permitted in Academy Charter School buildings. As of August 15, 1990, all Douglas County School buildings and campuses are tobacco free.