Addenbrooke Classical Academy

K-8 Campus Parent/Student Handbook

Addenbrooke Classical Academy
Charter School

Revised 8/12/2026

Introduction

BACKGROUND

Addenbrooke Classical Academy is authorized under the Charter Schools Act (C.R.S. 22-30.5-101, et seq.), a law passed in 1993 by the State Legislature. A public charter school operates via a contract, or charter, with the local Board of Education. The charter stipulates authority and responsibilities given to the charter school's governing board. Charter schools operate with autonomy while being held accountable for results. Periodically, typically during a renewal period, charter schools undergo an external evaluation. Additionally, charter schools are ultimately responsible to their consumers—the parents and students who choose to attend.

Addenbrooke Classical Academy was developed on the foundational idea that children can master a rigorous curriculum and become increasingly self-directed learners when mentored in an environment that delivers instruction in a variety of modalities. The Charlotte Mason Philosophies which value each child, provide for free time and training of a child's will, focusing on living books (primary resources), hands-on learning, speaking and writing skills are essential for our program. Our classical approach to teaching is evident by the "Trivium" which has become our foundational documents. Consequently, we are a community of learners where integrity of character, value for education and respect for self and others is paramount.

MISSION STATEMENT

ACA utilizes an integrated model of tradition and innovation to develop free and independent thinkers through classical instructional strategies.

VALUES OF ADDENBROOKE CLASSICAL ACADEMY

Addenbrooke Classical Academy educates students in the preschool through twelfth grades. From the seminar to the science lab, from the music room to the playing field, we begin with the conviction that all human beings can know truth, create beauty, and practice goodness. To that end, we expect students to develop basic tools of learning, ordered basic knowledge, moral seriousness, breadth and depth of imagination, artistic ability, and a sense of wonder.

We believe all students should be immersed in the best our tradition has to offer. We believe all students can be active and useful participants in the ongoing and enduring conversation that is a vibrant civilization. We believe all students can be formed in a habitual vision of greatness that makes lifelong learners of the doctor and the mechanic, the housewife and the professor. Jacques Maritain, the French philosopher, described education as a human awakening. The goal of classical education is to produce the free or liberated person. A classical education represents a return to a time-tested educational philosophy that was standard in the United States and the western world until the early 20th century. It is the process of training the mind of the student to better confront the problems common to modern man.

WORKING TOGETHER

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs.
- Discussing with the teacher or administration any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending school conferences and requesting additional conferences as needed.
- Becoming a school volunteer.
- Participating in campus parent organizations: PACS.
- Serving as a parent representative on the school-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement: Board of Directors or School Accountability Committee.
- Attending board meetings to learn more about school operations.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student at Addenbrooke Classical Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In doing so, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities. Of equal importance is the right of school authorities to prescribe and control student conduct consistent with the fundamental safeguards and the mission of the school. Students have a responsibility to:

- A rich and appropriate education.
- Contribute to a positive environment for all students.
- Be treated with respect and care. Students will not be treated differently because of their race, ethnicity, religion, body, gender, sexual orientation, disability, sex, or any other protected class status.
- Treat others with care and respect. Students will not treat others differently because of their race, ethnicity, religion, body, gender, sexual orientation, disability, sex, or any other protected class status.
- Be talked to with courtesy and appropriate language.
- Talk to each other with courtesy and appropriate language.
- Learn from their own mistakes. No one will silently stand by while the rights of others are being abused.
- Be heard. Students' feelings and opinions will be respected by others.
- Listen to others, respecting expressions, feelings, and opinions of others.
- Participate in decisions about their own education. Help others to participate in decisions about their own education, as well as work to become self-directed learners.
- Expect that they will be in a safe and clean school environment and that personal and community property will be safe.

- Help to create a safe and clean environment for everyone, including safety for personal and community property.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Addenbrooke Classical Academy does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

In accordance with the requirements set forth in Title IX of the Education Amendments of 1972 (Title IX), ACA provides this notice of nondiscrimination and states that ACA does not discriminate on the basis of sex in its education programs and activities, including with respect to admission and employment. Questions regarding Title IX may be referred to the ACA Title IX Coordinator, or the Office for Civil Rights at the United States Department of Education. ACA's Title IX Coordinator is: Kari Michelsen. Any individual who believes that they or someone else has been a victim of or witness to Sexual Harassment or Retaliation as defined by Title IX are encouraged to make a Report of their concern to the Title IX Coordinator. A concern or Report may be submitted to the Title IX Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the Report or concern.

The following School staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Kari Michelsen, Dean of Students, 3605 S. Teller St., Lakewood, CO 80235 303-989-1336 or by email kmichelsen2@addenbrooke.org
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Cherie Mazurek, Assistant Principal or Julie Spencer, Principal
- All other concerns regarding discriminations: Bill Kottenstette, Executive Director

COLORADO CROWN ACT: In compliance with the Colorado Crown Act, any practices or references in any handbooks or policies of the School related to prohibiting discrimination on the basis of an individual's race shall include a person's hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps, and no policy herein shall be construed as prohibiting such.

ACADEMIC PROGRAM

GRADING SCALE

The grading scale for Kindergarten and First Grade:

4 (Advanced)	Student is able to accomplish the task autonomously. Student has "mastered" the content.
3 (Proficient)	Student is able to accomplish the task with support. The student is working toward mastery, but needs some support.
2 (Partially Proficient)	Student needs individualized support and guidance. The concept is relatively new and/or difficult for the student. More practice and skill development are needed to move toward mastery.
1 (Unsatisfactory)	Student has just been introduced to the concept. The concept is brand new and/or very difficult for the student. Much more practice is needed in order to move toward mastery.
NA (No Attempt)	Student did not attempt to complete the task.

The grading scale for Second through 8th Grade:

Teachers assign letter grades according to the following scale:

90-100% ..... A
80-89% ..... B
70-79% C
60-69% ..... D
Below 59% ..... F

Parents will be able to access their student's grade via the Infinite Campus portal and final semester grades will be posted there at the end of semester.

Teachers are required to update and post grades, at the least, every two weeks. Grades are based on three weighted areas:

- Assignments - 40%
- Tests, Quizzes and Projects - 50%
- Participation - 10%
- During the second semester of eighth grade, 5% of each final grade will be allocated to the Capstone project.

INTERVENTION SERVICES/EXCEPTIONAL STUDENT

Addenbrooke Classical Academy shall identify at-risk students and serve them as needed. At-risk students are those that need or may be in need of specialized services including but not limited to gifted and talented students, special education students, homeless students, and English language learners.

Academically challenged students and English Language Learners shall be provided opportunities to succeed at Addenbrooke Classical Academy. Learning experiences shall include identification in a timely manner, instruction commensurate with learning, and formal assessment when appropriate.

Academically advanced students will receive every opportunity to achieve the highest levels possible. The instructional program shall ensure commensurate opportunities for growth in all academic areas.

Addenbrooke Classical Academy shall follow all state and federal guidelines relating to Exceptional Students unless granted appropriate waivers.

KINDERGARTEN ENTRANCE REQUIREMENTS

Any child who is five years of age on or before October 1, and is a resident of Jefferson County, is eligible to enter Kindergarten. It is necessary for the school to have a copy of each Kindergarten student's birth certificate, Certificate of Immunization, and proof of residency.

RETENTION AND PROMOTION

Addenbrooke Classical Academy Administration, in collaboration with appropriate staff members, will decide promotion and retention of students. Promotion or retention decisions are determined upon an examination of a body of evidence that includes assessment data, academic performance, emotional and social readiness, as well as parental input.

If the teacher is considering recommending retention as an option for a student, the parents or guardian will be informed as soon as possible. Recommendations or consideration should come no later than the Spring conference. The Light's Retention Scale is used to guide this decision. Notification must be made in writing, as well as verbally during conferences.

Addenbrooke Classical Academy may consider grade skipping for highly able students where the body of evidence is such that the student would benefit over the long term by such grade level acceleration. The IOWA Acceleration Survey will be used to guide this decision.

Addenbrooke Classical Academy's administration reserves the right to determine final placement of any student.

REPORT CARDS

The Addenbrooke Classical Academy Grammar school year is divided into two semesters. Therefore, there are two separate grading periods. At the conclusion of each semester report cards will be issued. Students' grades will be posted on Infinite Campus. Parent/Teacher conferences are held in October and March. The spring conference is partially directed by the student, so they are asked to attend that conference along with their parents/guardians. All parents/guardians are expected to attend these conferences if at all possible.

SPECIALS (PE, Music, Art, Library and Instrumental Music)

Music, Physical Education, and Art will be offered to all K-8 students throughout the year. Kindergarten through eighth grade students will have both music and PE daily. Art will be part of the curriculum and integrated into all classroom studies and as a special on a rotated schedule with library and nature study/handwork for kindergarten through fifth grade. Fourth and fifth grade will also have Latin instruction. Sixth through eighth grade will have a rotation of Art and Latin. If a student is to be excused from the PE program for short periods of time due to illness or injury, a note of explanation should be sent to the PE teacher.

Instrumental (Strings) music will also be offered to students in grades 4-5. These classes will be scheduled at the beginning of the school year based on need. Instruments are not provided by the school.

Classroom Information and Policies

FIELD TRIPS

During the course of the school year, the children will have an opportunity to go on field trips away from the school. We will be taking walking excursions as well as other trips involving transportation away from school. Field trips will be an important part of the students' education. Teachers will send home individual permission slips for class field trips.

Addenbrooke's Field Trip policy is that the student's teacher, prior to a scheduled Field Trip, sends a permission slip home (at least ten days prior to the event) to be signed and returned to school. The notification will list the date, day, time, destination, incidental charges and other necessary information. Permission slips/money (if applicable) are due no later than the due date as specified on the slip. The student cannot accompany the class unless this slip is returned to his/her teacher by this due date. Permission slips may not be changed or altered in any way. Due dates ensure that the teacher has time to complete plans for the trip.

Please help your child be involved in this important activity. If the student doesn't return a permission slip for a scheduled Field Trip, he/she will remain at school in a supervised study period. Addenbrooke is responsible for obtaining written parental approval for field trips; verbal permission is not sufficient. Students who do not present signed permission forms will be excluded from the field trip.

HOLIDAY OBSERVANCES

Addenbrooke Classical Academy acknowledges the importance of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serve the academic goal of educating students about history and culture, as well as the traditions of particular religions within a pluralistic society. School concerts present a variety of selections and may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday.

Rooms, bulletin boards, or worksheets may be decorated with a specific holiday and may be used at the discretion of the teacher.

If a parent has a concern, he or she should first discuss the situation privately with his/her student's teacher. If a concern still exists, he or she should contact the School Principal.

Parents are requested to notify their student's teacher at the beginning of the year if they do not wish their child to participate in parties or a particular holiday, seasonal, or cultural observance.

BIRTHDAYS

Addenbrooke Classical Academy acknowledges the importance of birthdays, however no birthday treats (food or nonfood items) may be given out at school.

Classroom teachers are asked not to pass out party/birthday invitations, or any other type of invitations/communications to students in their classroom. Parents should send those types of items in the mail. If an entire class or group of students is invited to the event some teachers may allow these invitations to go home in Thursday Folders, however teachers can not directly forward emails to other parents. Each K-5 classroom will create a directory of their students that parents may opt into so that information can be shared.

HOMEWORK

Homework is a fundamental part of the Addenbrooke Classical Academy program. Homework, as a vehicle for meaningful, extended learning, fosters good study habits and is vital for optimal development. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills.

Homework's immediate educational purpose is to:

- reinforce skills and concepts learned in class;
- develop study skills and habits;
- practice skills and knowledge in ways that are not readily accomplished in the classroom;
- inform parents of what is being taught in the classroom.

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

Kindergarten	10 minutes plus reading time
Grade 1	10 minutes plus reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6-8	60-80 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, and the nature of the assignments. The teacher determines homework assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

STANDARD HEADING OF ALL ASSIGNMENTS

All work to be turned in needs to be labeled in the following manner, on the left side of the page:
Name
Date
Teacher/Period
Assignment

PLANNER USE AND PREARRANGED ABSENCES

The student is responsible to know what homework/seatwork has been assigned, to complete the work, and to be prepared for class each day. Homework/seatwork assignments are posted inside each classroom and should be transferred to the planner each day.

Students who have short, planned absences need to make arrangements with the teacher prior to missing class. Please let the attendance secretary and all of the student's teachers know ahead of time whenever possible if the student has a planned absence. It is the student's responsibility to procure assignments from the teacher for days missed.

MAKE-UP WORK

It is the family's responsibility to contact the teacher to request make-up work for schoolwork missed due to an absence. Please call no later than 10:00 am to request make-up work to be sent home at the end of the day. Additional time is needed if more than the current day's work is requested. For an absence, a student is allowed two days to make up the work missed for every day missed.

LATE WORK POLICY

Work not turned in by the due date is subject to the following policy:

- The goal of assigned work is to review concepts learned in class and practice time management. It is the belief of the school faculty that this practice is essential to learning.
- Late work will be labeled missing in Infinite Campus and students will have until the end of the unit or summative test to submit any missing work.
- After a unit has been completed or a test has been given the assignment will be changed to a 0% in Infinite Campus and may no longer be turned in.
- Absent students have two calendar days per day absent to turn in missing work upon their return to school before it is considered late. Students will be responsible for obtaining, completing, and turning in makeup work. After the make-up time has passed, the late assignment policy will apply.
- Students that have been absent prior to/on the due date for a test or long term paper/project - must immediately, upon return, arrange with the teacher a makeup date which falls within five days of their return to receive full credit. Tests and long

term projects are not subject to the "two days for every day absent" policy and the teacher will determine the guidelines for making up these activities.
- In the case of extended absence due to serious illness, the policy may be modified with the approval of the principal.

ACADEMIC HONOR ROLL

Students with a 3.5-4.0 GPA will be invited to an Honor Roll Special event. In order to apply for NJHS students must obtain a 3.5-4.0 GPA.

PLAGIARISM /CHEATING

In order to foster a culture of free and independent thinkers, ACA places an emphasis on original work. Any activities which are characterized by the deliberate copying of another person's work, allowing another to copy one's work, to steal and pass off the words of another as one's own, or not attributing the work of another when used, will all be categorized as plagiarism or cheating. Use of any AI programs or apps to turn is as your written product will be defined as plagiarism. Once a teacher has determined that willful plagiarism or cheating has occurred, the following consequences will be in place: parents will be contacted and a permanent 0 will be given for the assignment. If a second offense occurs administrative discretion will be utilized and parents will be notified.

"OPTING OUT" OF SURVEYS AND ACTIVITIES

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

TRANSFERS AND WITHDRAWALS

If the student leaves the school permanently for any reason, the following procedure must be followed:

1. Parents should make their intention of withdrawing known to the office.
2. The librarian will check with the staff to see that all books and materials have been returned.
3. Student fees will not be refunded. Fundraising or student field experiences will not be refunded.

VISITORS AND VOLUNTEERS

All visitors and volunteers must enter through the front office, surrender their drivers' license and sign in. See Volunteer Handbook for further information. Adults wishing to volunteer in the school or on field trips must complete the agreement for volunteering that is the final page of the Volunteer Handbook. This document should be completed yearly and will be filed at the front desk for teacher reference. Volunteer Handbook

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior in common areas on campus.

STANDARDS AND DISCIPLINE PROCEDURES

K-8 STUDENT DRESS CODE

As we build the culture of our school we have developed a dress code that has a gradual release or has varied "Rites of Passage" for students; therefore there are different policies for Grammar and Middle School.

The following clothing styles and colors will be considered appropriate:

- **Solid pants/ shorts/ skirts must be: khaki, black, solid denim (blue or black). Skirts, jumpers, and capris with approved tops are also allowed. All pants must have a button or zipper and not be made of stretchy material. No sweatpants, jeggings, or leggings (without a skirt over it). No holes, rips, or distressed jeans are allowed.**
- **Shorts, skirts and jumpers must be at least two inches above the top of the kneecap (credit card length).**
- **Solid colored leggings may be worn under skirts.**
- **Only solid red, gray, and black polo shirts (no ruffles, lace, or elastic) will be allowed.**
- **Addenbrooke logoed T-Shirts (including class shirts) may only be worn on Fridays in the Grammar School.**
- **Middle school students may wear ACA t-shirts any day of the week.**
- **Flannels, blouses and button down shirts are not allowed.**

Uniforms must also abide by the following guidelines:

1. Solid color sweaters or **sweatshirts without hoods (crewnecks)** and without any design or insignia (color appropriate to the school) may be worn over uniform shirts. Sweatshirts may not be worn under the uniform shirt.
2. The **Addenbrooke Classical hoodies or zip coats may be worn at school;**
3. **Heavy coats, outerwear jackets may not be worn in the building**.
4. Red, black, or grey, hooded full zip sweatshirts may be worn (no denim/corduroy jackets).
5. White T-shirts may be worn under uniform shirts. Red, black, white or grey long sleeve shirts may be worn under uniform shirts.
6. No manner of clothing, jewelry, button, or pin may display: drugs, cigarettes, sexually suggestive items, alcohol, profanity, weapons, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school's administrators.

7. Hats, caps, sweatbands, bandannas, sunglasses, inside the building are not permitted.
8. Chains, wallet chains, and spiked jewelry are not allowed on campus or school related activities.
9. All students will participate in physical education (PE) classes. During PE, appropriate athletic or tennis-type shoes must be worn.

School Out of Uniform Days (Second Friday of each month):

- **Dress out of Uniform Days:** The second Friday of every month is reserved for Dress-out-of-Uniform day. Students may pay a dollar to dress out of uniform on that day. If they choose not to participate they must come in dress-code. Students are allowed to wear non-uniform items, as long as they are school appropriate. NO clothing with drug, tobacco, alcohol, weapons or inappropriate images or language can be worn. NO pajamas may be worn on these days unless specifically given permission by the Administration. **Distressed jeans are not allowed even on dress out of uniform days.**

Specific Middle School DRESS CODE

Any out of dress-code attire that is habitually (3 or more times) worn will be taken and not returned until the end of the year.

A uniform or Addenbrooke T-shirt must be worn under all Addenbrooke hoodies or coats. No hoodies may be worn under any Addenbrooke t-shirt or polo.

DISCIPLINE PHILOSOPHY AND PROCEDURES

Addenbrooke Classical Academy students are expected to act appropriately at all times in the classroom and lunchroom, in the hallways and bathrooms, during recess, on field trips, and at any school function. Students should be well-behaved and respect themselves, others, and property.

Appropriate behavior should follow our Four School Rules.

Four School Rules

Keep all communications honoring one another and oneself.

Keep your hands and feet to yourself.

Respect and obey all supervising adults.

Be a good caretaker of all things.

Discipline Philosophy and Procedure

The purpose of "discipline" is inherent in the term itself. The term "discipline" derives from a word indicating a "learner" or "student" (disciple). It is not the intention of the school discipline policy to simply punish a student for wrongdoing, but to instruct, train, and educate that student so that he or she will make a better choice at the next opportunity.

Inappropriate behavior is behavior that interferes with the teaching and learning process. It is Addenbrooke Classical Academy's philosophy that teachers have the right to teach and students have the right to learn. It should be noted that as a Jefferson County Public School, we follow the *Jefferson County Public Schools Student Conduct Code. The Jefferson County Public Schools Student Conduct Code* booklet can be accessed through our website. The booklet details state law concerning student conduct.

One of the most important lessons for any student to learn is how to respect authority, respect the rights of others, and take care of his or her own and others' property. Additionally, no student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will not be on do's and don'ts, but guiding the student to a proper response to any given situation. In order to accomplish this, we will set discipline standards that are enforced fairly and consistently (recognizing that due to age, experience, and other factors, not all students are the same and need individualized attention).

Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters and communications are open and honest. It is of utmost importance that the teacher and parents work together as a team in discipline matters.

Discipline Policy

Addenbrooke Classical Academy teaching and administrative staff will communicate behavior issues via a phone call or email directly to parents. Parents will be notified of behavior incidents and consequences/next steps that have been or will be taken.

Paraprofessionals and Specialists utilize Incident Reports to inform parents of behavior issues. These reports require a parent signature and that they be returned to school to insure that school-to-home communication has occurred. **A phone call home is not always made for a discipline issue.** Parents are welcome to call the adult issuing an Incident Report if any further clarification of the incident is needed.

Student Disruptions

If a student is being disrespectful or/and disruptive they will be sent out of the classroom to sit in the office. The student must bring their work with them as they will miss the remainder of the class. The teacher who sends the students out of the classroom will call or email the parent directly.

The child will call the parent from the office if they have been sent out of class twice in one day.

Teachers may assign lunch detention in their room. If the student doesn't show up it will result in an office lunch detention the following day. (send admin email to notify)	
Continued disruptions in class or if the student is repeatedly sent to the office.	After-school detention.

If the problem continues after a detention.	Administration will notify parents and determine next steps.
Students who show repetitive disrespect or disruptive behavior will not be able to attend Elementary/ Middle School events that are a privilege.	

1. **Classroom intervention:** When appropriate, a supervising adult uses strategies such as redirection, recovery, and verbal discussion to interrupt disruptive or unacceptable behavior.
2. **The issuance of an Incident Report:** An Incident Report may be issued to a student by a paraprofessional or specialist for an incident that reflects poor or unacceptable behavior. This form will state the facts of what has happened and the action taken by the staff member. A parent must sign this form and the student will return it the next day.
3. **Detention** can be assigned Monday - Thursday from 3:15-4:15. A phone call home will allow the parent to decide if detention will occur on that day or the next. If a parent is not reached, then detention will be the following day. Detention should be attended even if the student is participating in an after-school activity and then they can join the after-school activity if needed.
4. **Suspension:** The Principal or designee has the authority and option to suspend a student from school. Suspensions may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code* or at the Principal's discretion.
5. **Expulsion:** Expulsion may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code.*

SUSPENSION/EXPULSION FOR STUDENTS IN GRADES K-2: Any out of school discipline of students in grades Kindergarten through 2nd grade will be in compliance with C.R.S. 22-33-106.1, including its prohibition on out-of-school suspension or expulsion of a student enrolled in preschool, kindergarten, first grade, or second grade unless:

1) The School determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that:

- Involves the possession of a dangerous weapon without the authorization of the public school or enrolling entity, if different;

- Involves the use, possession, or sale of a drug or controlled substance, as defined in C.R.S. 18-18-102(5); or

- Endangers the health or safety of others;

2) The School determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and

3) The School, on a case-by-case basis, considers each of the factors set forth in C.R.S. 22-33-106(1.2) before suspending or expelling the student. The School must document any

alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

The out-of-school suspension of a K-2 student shall not exceed three school days unless the Principal determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled.

Habitually Disruptive Student Process

State law and District policy define disruptive behavior as behavior initiated, willful, and overt on the part of the student and which requires the attention of school personnel to deal with the disruption. Any student who displays a pattern of disruptive behavior may be placed on the Habitually Disruptive Student Process and will have a behavior plan developed. If the student continues to engage in disruptive behavior (after being placed on the Habitually Disruptive Process) and receives a third suspension in the Habitually Disruptive Process in any one school year, he or she shall be declared a habitually disruptive student and may be subject to an expulsion process.

Expulsion Process

After a child receives a third suspension in the Habitually Disruptive Student Process, the sale of illegal drugs, possession of a weapon with the intent to threaten or harm or does harm a student, and/or possession of a firearm, the expulsion process may begin. Expulsion may also occur for other serious violations as described in the *Jefferson County Public Schools Student Conduct Code.*

Disruptive Behavior and Students with Disabilities

Students with disabilities are subject to suspension and expulsion on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in the *Jefferson County Public Schools Student Conduct Code.*

Environment

It is the policy of Addenbrooke Classical Academy to maintain an environment for its students that is free from alcohol, drugs, and any form of harassment. Any student caught partaking in these activities will face administrative action, and perhaps district or legal involvement, ranging from suspension or expulsion to legal/criminal charges against the student. In these cases, the school resource officer or other officers of the jurisdiction may question students, and parental notification will take place consistent with the Jefferson County School District guidelines. Students and parents are encouraged to carefully read the *Jefferson County Public Schools Student Conduct Code* distributed by the Jefferson County School District. The administration of Addenbrooke Classical Academy is bound to follow these procedures and directives.

Complaints of any kind of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

Reporting: Any student witnessing or suffering harassment shall immediately report the matter to his or her teacher. If a student feels like the complaint was not resolved, he or she may then report the matter to

an administrator. The teacher or administrator receiving the complaint will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.

Communication Devices

Communication devices including but not limited to cell phones, headphones, earbuds, Ipads, and Kindles may only be used before and after school. These devices will no longer be allowed out during the school day, there will be no exceptions to this rule and warnings will not be given. Such personal communication equipment must remain either in a locker or checked in with the receptionists at either entrance during class hours. Students using their watches as communication, web search or photo devices will have their watches confiscated. Violations of this policy will result in the confiscation of the item(s) or more severe penalties for repeated violations. Students may retrieve confiscated equipment at the end of the school day for the first offense and after that a parent must retrieve the devices. Addenbrooke Classical Academy is not responsible for any property lost while at school. Students needing to use a phone during class hours may ask to use the classroom phone but this is at the discretion of the teacher.

Internet

Addenbrooke Classical Academy may provide access to the internet as a learning resource to educate and inform students. Therefore, use of the computers and internet is for educational purposes only. Misuse of the computers and internet, including but not limited to, visiting inappropriate sites, the unauthorized reproduction of school or legal documents, copyright violations, attempts to harm or destroy data of another user, improper use of the internet or electronic mail, cyber-bullying, vandalism, solicitation, uploading, downloading, or creation of computer viruses, and tampering with the operating system or data will result in disciplinary action. Students and guests shall have no expectation of privacy when accessing content over school provided internet, and all such activities remain subject to monitoring or search by the School at any time for any reason.

Language

Students must not use profane, harassing, racial or abusive language or gestures at school. All consequences will fall to the discretion of the administration.

Personal Computers

Students may not use personal laptop computers or tablets without prior written permission of the principal.

Public Displays of Affection

Addenbrooke Classical Academy does not allow any public display of affection. This includes romantic hand holding, cuddling, and kissing.

Missing Assignment/ D&F Protocol

1. When a student (subject area) has a missing assignment. The student will be addressed in person.
2. If a student has three missing assignments, an email to the parent(s), that includes the assignments that are missing, will be sent from the teacher.

3. If work continues to be missing or this is habitual (more than 4) there will be a phone call from the teacher.
4. If after a week following the phone call and the missing assignments remain the student will be assigned after school detention.
5. If a student has a D or F in any class the teacher will call to inform the parent. Teachers will call once a week.

Each week the Administration will pull missing assignments and grade reports.

General Information

CLASSROOM HOURS

The school day occurs from 7:45 am to 2:55 pm for kindergarten through fifth grade each school day unless it is a half-day schedule. There is a 20-minute lunch period and 25-minute recess period during each full day. When a half-day is scheduled, school will start at 7:45 am as usual, with dismissal at 11:30 am. The school day occurs from 7:45 am to 3:05 pm for sixth through eighth grade with a 30 minute lunch break. There is no lunch period provided for a half-day schedule. For days that have a two-hour weather delay the lunch schedule will be normal.

Students may arrive at 7:15 am and enter the building no earlier than 7:30 am. Kindergarten through fifth grade students should be picked up by 3:20 pm and will wait in the office if they have not been picked up. Parents will be assessed charges for late pick-up. If students are participating in an after-school program, they must be picked up within fifteen minutes of the conclusion of the program. Siblings are not permitted to stay and wait if they are not participating in the program. **Supervision is provided for 15 minutes prior to and following any school sanctioned activity for observers, this includes concerts and games).**

If your child does not attend school, they are not to come to school for an after-school activity or practice.

RULES FOR DROP OFF/PICK UP LINE

Vehicles with elementary students in them must go to the main entrance for drop-off and pick-up car-line. Vehicles with only 3rd grade and up students in them should use the gym entrance for car-line. Middle School students should enter the building at the beginning of the day from the Middle School Commons. Middle School students should join their younger siblings when they are released from the school, but should exit from the south doors of the campus and walk around.

If your child(ren) are walking or biking to and from school please send a letter to your child's teacher and the teacher will make note and notify the office of this arrangement. Students who are walking or biking

must leave campus immediately after the bell and may not linger. Addenbrooke is not liable for students who are walking and biking to and from campus.

Students will be allowed entry at 7:15 on days that the temperature is below 20 degrees or weather is excessive.

PLEASE DO:

1. Please keep a positive tone and kind words for all of the parents/staff directing traffic.
2. Please be patient.
3. **Please stay in your vehicle! Unattended vehicles hold up the flow of the drive through area. If you need to leave your vehicle, please park in the designated parking area.**
4. When waiting for students, if the cars in front of you move, please pull as far forward as possible.
5. Once the line of cars stops, students may exit or enter cars onto the sidewalk, only on the passenger side.
6. Once students have entered or exited your car, move to the left lane and exit the drive - please use your turn signal to indicate you are ready to move to the left lane.
7. Be sure students are picked up no later than 3:25 pm.
8. Be respectful of the handicapped parking areas. We have parents, students and staff members that utilize these spaces. If your car is not plated for handicapped parking, you are not invited to use these spaces (even if you are in the car).

PLEASE DO NOT:

1. Get out of your car in the line or park in the drive. If your student cannot open your car door, a parent helper or teacher will assist your child.
2. Allow your children to store items in the trunk of the car. This is dangerous in our driveway.
3. Stop your car where your child is standing. Please stay in the line and move your car up. Your student can walk up the sidewalk to where your car has stopped.
4. Use your cell phone in the carpool line or do anything else that could potentially distract you from the focus of the many children and staff in the vicinity.

MIDDLE SCHOOL LOCKERS

All students will be assigned a locker to store their books and other personal items. The lockers are school property and may be inspected as needed for safety, health, and maintenance purposes. Locks can be checked out from the office if a student wants one. However, no personal locks may be used. Locks that are lost or not turned in at the end of the year will be subject to a $6 fine. If a student's locker becomes inoperable, he or she should inform the front office of the locker number for maintenance. The school assumes no responsibility for students' property.

During the course of the year there will be periodic locker clean outs. All stickers, tape, tape residue, and materials placed in the locker will be the student's responsibility to fully clean off by the end of the year. No decoration unless approved by the administration may be placed on the outside of the locker.

CONCERNS AND GRIEVANCES

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher, Principal or Executive Director. For those complaints and concerns that cannot be handled so easily, the School has adopted a standard complaint policy. A copy of this policy may be obtained on the Addenbrooke website under pathways of communication.

In general, the student or parent should first attempt to solve a concern or issue with the teacher or staff member. If unresolved then the student or parent should submit a written complaint and request a conference with the Principal. If the concern is still unresolved, a request for a conference should be sent to the Executive Director. If still unresolved, the School provides for the complaint to be presented to the board of trustees. Please follow the Communication Pathways that are provided on our website.

INTERNET ACCEPTABLE USE

Students are prohibited from accessing the Internet without a signed permission form; both parents and students are required to sign the form. Addenbrooke Classical Academy intends that students will use the Internet only for appropriate, school-related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

CELL PHONES, SMART WATCHES AND EARBUDS

In 2025, the Colorado legislature adopted a new law requiring school districts and public charter schools to adopt a policy for students using cell phones and other communication devices. Phones, smart watches, and earbuds are not to be used during school. At the beginning of the school year, every student will be assigned a personal Yondr Pouch, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day. In an emergency, students can use the phones in the office. Every student is assigned a personal Yondr Pouch. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

Daily Process Beginning of the Day

Students must bring their Pouch to school with them each day. As students arrive at school they will:

1) Turn their phone off.
2) Open their Yondr Pouch by tapping against the Unlocking Base.
3) Place their phone, watch and/or earbuds inside the Pouch and secure it in front of school staff.
4) Store it in their locker for the day.

End of the Day Students will:

1) Open their Pouch
2) Remove their phone
3) Close their Pouch (Important to stop the pin bending in the bag)

4) They will keep their Yondr bag in their school bag overnight.

Late Starters or Early Leavers: Students arriving late or leaving early will pouch/unpouch their phones at the front desk.

Violations: Pouches will be checked to make sure they have not been damaged. There will be consequences for students who attempt to avoid putting their phone or put a "dummy phone" in the Yondr bag,

Pouch Damage or Lost Pouch: If a student damages or loses their Pouch, we will collect the phone and call home for a Parent Pickup AND/OR In-School Suspension / Detention AND $30 fee for a replacement Pouch.

Examples of damage: Ripped fabric, cut, torn, bent/cut pin, signs of force to black button on flap, damage to the black ball, ouch opens without unlocking station

Communication devices seen during School: If a student is found in possession of a phone, watch or earbuds outside a Yondr pouch, the device will be confiscated, and:

First Offense: Lunch Detention
Second Offense: Detention and parents must pick up the device
Third Offense: In school suspension
Fourth Offense (and every subsequent offense): Developing a plan with the parent of how this will be handled on a case by case basis

Forgotten Pouch: If a student forgets their Pouch, their device will be collected, and the office will call home to remind the parent of the policy. The device will be returned to the student at dismissal. If a student consistently forgets their Pouch, it is considered Lost. Refer to the Lost Pouch policy above.

Unlocking Stations If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offense, and will result in disciplinary action.

Accidental Damage Notify the school immediately explaining what happened. If any damage is spotted at a pouch check, it will be considered intentional unless the student has mentioned it previously.

LOST AND FOUND

Clothing, books and other items that are unclaimed at the school will be placed in the Lost and Found. This material will remain there for two weeks. Unclaimed items will be donated to charity.

SCHOOL NEWSLETTER

The communication of school announcements and events happens via a weekly Thursday email. Teachers will also be expected to keep parents apprised of happenings or changes in their classrooms. K-5 teachers will send out a weekly newsletter on Thursdays. Middle School teachers will communicate their needs and information via email. **If parents are not receiving this communication, they should contact the office.**

TEXTBOOKS

Textbooks are furnished by Addenbrooke Classical Academy. Textbooks are extremely expensive and must be properly cared for by the student. Once a textbook has been checked out to the student through the library, it becomes their responsibility. Fines will be assessed for damaged/lost books. Students will be assessed the replacement fee for a lost or destroyed book. Please alert the librarian of existing textbook damage within the first two weeks of school.

PERSONAL POSSESSIONS OF STUDENTS

Personal possessions are not allowed in school. Please do not bring earbuds or headphones, personal electronics, games, cell phones, I-pods, Kindles or other personal readers, or other equipment to school unless requested by the teacher to do so. Safekeeping, damage, or theft of personal items is the sole responsibility of the owner.

Other items may be added to the prohibited items list upon discretion of the Principal. If students are found with any items on the prohibited list, the teacher or staff member who finds the item will keep it until the end of the day to prevent it from distracting other students from the learning environment. In some instances it may be required that the parent come into the building to claim the item.

PLAYGROUND RULES

The following rules will be enforced on the playground:

1. All games should be played with a concern for others using the playground.
2. The playground equipment is to be used properly. If there are questions about use, consult with a teacher or the front office.
3. **No aggressive fighting or pretending to fight.**
4. Toy weapons of any kind are not allowed on the school grounds. **NO PRETEND GUNS!!!**
5. No throwing objects (rocks, snow, or sand).
6. Jump ropes are only to be used for jumping rope.
7. All children need to help pick up playground equipment and balls after the playground time is completed.
8. Shoes must be worn at all times.
9. Personal items (**toys/ makeup) should be left at home and not brought to school or out to recess.**

STUDENT FEES, SUPPLIES AND RESOURCES

Fees for consumable materials and technology are due at Registration. Fees should be paid through Jeffco Connect or by calling the Financial Secretary listed on our website.

Full replacement cost will be assessed during the school year for damaged or lost books. All school equipment, such as science laboratory equipment or desks, which is damaged by a student must be paid for by the student. A fee sheet shall be distributed at Registration.

TWO-WAY COMMUNICATION

Two-way communication during your child's years at Addenbrooke Classical Academy is vital for your child's well being, for rigorous academics, partnerships, and for continued success of our school. Please keep the communication lines open! Our staff appreciates your insights, suggestions, and support to help us provide the best education for your child.

Please feel free to contact any of our staff members whenever you need to. The best time to call is during normal business hours, 7:00 am until 3:30 pm. You can also leave a voice message for any teacher. All staff have e-mail addresses so you can email if that is more convenient for you. Please allow for 48 hours to receive a return email.

Addenbrooke Classical Academy seeks to provide updated and accurate information on all aspects of the school to both students and parents. You can also check our website regularly for updates at www.addenbrooke.org

Communication for kindergarten through fifth grade will come home in **Thursday folders**; this may include, but not be limited to, class newsletters, permission slips, conference information, special event fliers, homework, and teacher requests. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and return the folder to school with their student on Friday. Principal's Updates will also be sent on Thursday via email. We will continue to strive to make our communication as paperless as possible

Whether communication occurs through papers sent home or notes in the student's agenda, parents are expected to read them carefully.

INCLEMENT WEATHER ANNOUNCEMENTS - CLOSURES

Closure due to snow will always be the same as the Jefferson County School District. Listen to the major radio or television stations for snow closure announcements. If the Jefferson County School District determines that the weather has deteriorated to the point where they will be closing school during the day, we will do the same. For District-wide closure information, you can call (303) 982-6600. If the other District schools are closed and there is no message concerning Addenbrooke Classical Academy, you may assume Addenbrooke is closed as well. Please do not call the school office, but listen to a radio or TV station for closure details.

During emergency dismissals for tornadoes, snowstorms or other weather-related dismissals an email or phone call will be sent with directions. **Parents will not be allowed to pick up children other than their own without written permission.** The children involved will then be called to the office area.

School Office Procedures

ATTENDANCE POLICY

The State of Colorado provides by law compulsory school attendance of all children between the ages of six on or before August 1st and under the age of seventeen. The responsibility for compliance with the law belongs to the parents. The school must notify parents if there are problems with attendance. The school is obliged to keep an accurate record of daily attendance. This record is placed in the student's permanent record and kept on file indefinitely.

ATTENDANCE

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. Duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Addenbrooke Classical Academy aligns with the district policies on attendance and absences (Jeffco Policy JH), which allows a student who has been absent for any reason (excused or unexcused) to request makeup work from the teacher on the day he or she returns to class and has two days for every day absent to submit the work for credit.

Student Absence Procedures

For absences, parents are to call the attendance telephone line to report absences by 9:00 am. If the child is going to be absent more than one day, they may make note of that on the first day's call. If they anticipate only one day's absence and it turns out to be longer, they should call the school office each successive day. When an absence has been called in, it is not necessary to send a note upon the student's return to school. A child or a sibling cannot call to report the absence. The parent or guardian must make the absence call. An absence is unexcused until a parent or guardian calls.

Parents are asked to give the following information when they call:

Month and day of absence being reported.

Student's full name.

Name of student's teacher.

Reason for absence.

Person reporting the absence.

The following is a comprehensive list of excused absences. Such excuses will be accepted when a student is:

- Temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- Absent for an extended period due to physical, mental or emotional disability.
- Pursuing a work-study program under the supervision of the school.
- Attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
- Excused by a parent or guardian for observance of religious holidays.
- Participating in district-approved activities.
- School issued out of school suspension.
- If the student is in the custody of a court or law enforcement

Addenbrooke Classical Academy may require suitable proof regarding the above exceptions, including written statements from medical sources.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

The maximum number of unexcused absences a student may incur before a student is declared Habitually Truant and judicial proceedings may be initiated to enforce compulsory attendance is 4 days in one month or 10 days in one year. A parent or guardian of the student receiving an unexcused absence will be notified by the school of unexcused absences.

Tardies

Student attendance is critical to the educational process. Tardiness is a form of absence and interferes with student learning. Disruption and loss of instruction time result when students are not in their classrooms ready to begin learning on time. A student who is only 5 minutes late every day loses 15 hours of instruction in a school year. The following are guidelines for dealing with tardiness:

- **Tardy students must be checked in at the office by their parent or guardian before going to class.**
- Tardies that are “excused” due to, e.g., justifiable–and documented–medical or family issues will be noted by the teacher and the student will be able to make up work. This procedure will align with Jefferson County School District absence policies: a student must request the work missed within 24 hours of the day they have an excused tardy and submit the completed assignment within two days.
- Tardies must be “excused” by written notification from the parent or guardian within 24 hours of the tardy; otherwise, the “unexcused” classification will apply.

- Habitual tardiness will result in further disciplinary action.

CHANGE OF ADDRESS AND PHONE NUMBERS

Parents are asked to notify the school immediately if they change their address, telephone, or email changes. This information is critical in the case of an emergency. It is the parent's responsibility to make sure the school office has the current information.

CLASS PLACEMENT

Class placement is at the sole discretion of the Principal.

HOW TO CONTACT ADDENBROOKE CLASSICAL ACADEMY

School Phone Number 303-989-1336
School Address.....3940 S Teller St., Lakewood, CO
School Web Page.....www.addenbrooke.org

LEAVING SCHOOL EARLY

Students will not be called out of class until the adult arrives to pick them up and comes into school to sign out the student(s). If possible please schedule appointments after-school.

For early departure, a parent or guardian MUST check the student out through the office by signing the Check In/Out Sheet before students leave the school campus. If someone other than the parent will pick up the child from school during school hours, the office must be notified in writing or via a phone call, this includes the parent driving student/athletes to sporting events that requires students to leave school before dismissal. No exceptions. We will need the following information:

1. Name and relationship to the student or person authorized to pick up the student.
2. Reason.
3. Time of pick up and whether students will return to school that day.

The School District requires that someone other than a parent present an ID to the staff before pick up. This person must also be on file in the office as an authorized person for pick-up. Office personnel will request that the student report to the office once the parent has signed the student out for the day.

Students will not be dismissed from class for an early release after 2:30 pm.

DROPPED OFF ITEMS AND MESSAGES FOR STUDENTS

The school will be happy to get a message to a student as long as it is received no later than 2:30 p.m. Lunches and other items that are dropped off for students should be left on the front table for students to pick up when they have a break in the day. This will prevent class disruptions. The front office will send an email to the teacher that items for the student have arrived and are located at the front desk.

OFFICE HOURS

The school office will be open from 7:00 am to 3:30 pm Monday through Friday unless it is a school holiday, in-service day, or half day. Summer hours will be posted in the spring.

PARENTS OUT OF TOWN

When you leave your child with another person and are out of the area, please send a note to the school office giving the name, address, and phone number for the temporary guardian. Also, include the permission for this person to check your student out of school. Please note the length of time you will be out of town. The school office will hold all information in confidence.

PERMANENT RECORDS/STUDENT FILES

Parents may view a child's permanent record at any time. Please give the school one day's notice so that the record may be retrieved from the file. The record must be reviewed in the presence of an administrator.

Confidentiality Safeguards:

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students themselves, if they are eighteen years of age or older, that they may have access to their education records; to provide for the permissible sharing of information with law enforcement agencies as provided by law; and to ensure that each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.

All permanent records of students enrolled at Addenbrooke Classical Academy are maintained at Addenbrooke Classical Academy. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request to the Jefferson County School District the records be amended.

Each student's permanent record may be viewed within one day by the parent or legal guardian in the presence of the administration.

REGISTRATION

The registration form should be completely filled out. In particular, it is important to provide telephone numbers of places of employment for both parents, and two emergency contact persons other than the parents. The school will use these contacts in the event the parents cannot be reached by telephone. Any disability or allergies of a student should be noted on the registration form and the medical forms contained in the enrollment package. Current IEP's (Individual Education Plan) must be indicated.

STUDENT HEALTH

Accidents

All accidents that occur on the school grounds must be reported to the school office. Students will receive care consistent with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. Parents will be notified immediately when major accidents occur. Emergency personnel will be summoned in serious situations.

Clinic

The school has a clinic. Parents should bring special health problems to the attention of the teacher and the Clinic Aide. The purpose of the clinic is to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up his or her student in the event of illness or accident. A sick student must be picked up within 30 minutes of the school contacting the parent or emergency contact. The school does not have facilities to keep students who are contagious or are so ill that they need to be in bed.

Immunization (and exemption) Requirements

Immunization requirement law will be strictly enforced for all students. Students who do not meet the immunization requirements listed below will be denied attendance pursuant to Colorado Revised Statutes 25-4-901, et. seq.. Transfer students will be expected to submit a complete Certificate of Immunization or Exemption.

Pursuant to C.R.S. 25-4-901, et. seq., parents may exempt their children from receiving immunizations through a medical or non-medical exemption. Parents must complete all of the requirements for a medical or non-medical exemption, which may include completion of CDPHE's Online Immunization Education Module for non-medical exemptions that are not certified by an immunizing provider.

The following immunization requirements are effective July 1, 2002. In addition to the guidelines below, any student entering a Colorado School for the first time will need: 5 – DTP and 4 – OPV.

Kindergarten
- 5 DTP
- 4 OPV
- 2 MMR
- 3 Hepatitis B
- 1 Varicella (History of Chicken Pox disease by parent or health care provider is acceptable)

1st – 4th Grade
- 4 DTP
- 3 OPV
- 2 MMR
- 3 Hepatitis B
- 1 Varicella

5th Grade
- 4 DTP
- 3 OPV
- 2 MMR
- 3 Hepatitis B
- 1 Varicella

*If the child began immunizations when they were older, they may be certified with three doses. Check with your school nurse or physician regarding exceptions.

Medications

All prescription medication and over the counter medication should be sent to the clinic in their original container, properly labeled with a date, the name of the child, the name of the medication, the directions for taking the medicine and the name and telephone number of the doctor prescribing the medication. Over the counter medications should also be in their original container and labeled with the date, the name of the child, and the directions for taking the medicine. Only medication in their original container will be given to a student. A completed medication form #924 must accompany the medicine. No medicine will be dispensed from the clinic unless a completed form is on file. It is the parent's responsibility to make sure that there is an ample supply of medication for the student. Students may not self-medicate at the school without prior approval by the clinic aide, District Nurse and Principal. **The school will not provide any over the counter drugs including Tylenol of any type in the clinic.**

Vision & Hearing Screening

Students in grades K-3 and 5 will be screened for vision and hearing problems. If there are suspected problems, you will be notified of the results of the screening. It is recommended that you seek professional advice, an ophthalmologist and/or audiologist, if your child has failed a vision and/or hearing screening.

When Children are Sick

Parents are advised to keep their child home if she/he shows signs of a cough, sore throat, rash or generally feels ill. Here are some guidelines we give parents to help them determine how sick is too sick to send to school:

- Temperature of 100 degrees or more within the last 24 hours
- Thick yellow or green nasal or eye discharge
- Diarrhea or vomiting
- Serious breathing problems requiring more than one breathing treatment a day
- Inability to participate fully in the program, including going outside
- Hives or rash that show the possibility of spreading or bursting.

When a child becomes sick at school, and if they are going home because of illness, we will contact parents or the person indicated on the emergency card as soon as possible. For the safety and welfare of the students and others in our community, please understand that we cannot have a sick child in attendance. Parents are expected to pick their child up **within 30 minutes** of being notified.

PARENT INFORMATION

PARENTAL INVOLVEMENT/RESPONSIBILITIES

A basic tenet of Addenbrooke Classical Academy's philosophy is parental involvement in the school. Parents are involved at Addenbrooke Classical Academy in several areas. Parents make up the majority of the Board of Directors. It is the Board's responsibility to ensure that the mission and programs of

Addenbrooke Classical Academy are implemented. The Board also develops policies that serve as the framework around which the school's mission is implemented. Parent involvement in this manner assists Addenbrooke Classical Academy in keeping costs down and therefore allows a lower student/teacher ratio.

Parental involvement in the school will reinforce to your child your personal commitment to his/her education.

PARENT/TEACHER CONFERENCES

It is a commitment of the staff to be available to communicate with parents throughout the school year. This can be done at the regularly scheduled conferences in October and March. Additional time may be deemed necessary by the staff and/or the parents. Students are often invited to be part of the conferences.

Both parents are requested to attend conferences. We consider the conferences our major communication during the year, at which we present an evaluation and report card for the parents. We encourage additional conferences with your child's teachers, if needed, on an appointment basis. Drop-in conferences are often hurried and lack privacy and preparation.

The Middle School conference will be held open house style, twice a year. Teachers will be in their classrooms, no appointment will be needed. Parents should attend with their students.

REQUESTING PROFESSIONAL QUALIFICATIONS

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

REVIEWING INSTRUCTIONAL MATERIALS

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. When electing to have your student attend Addenbrooke Classical Academy, you agree to our Core Knowledge curriculum. To opt out of specific curriculum pieces, you must make a request to opt-out with the Principal, who may or may not approve the request. Any opt-out approval may require completion of alternative/replacement content or activities and written documentation excusing them from the original curriculum.

Student Information

STUDENT CODE OF CONDUCT

Each student has the right to the school environment as a means for self-improvement and individual growth. It is therefore expected that all students will conduct themselves in a manner compatible with the school's function as an educational facility. Conduct that disrupts the operation of the school, interferes with the rights of others, or damages school or personal property will not be tolerated and will result in disciplinary action.

Four School Rules	**Student**	**Teacher**	**Administration**	**Parent**
Keep all communications honoring one another and oneself. (verbal, nonverbal, and written)	• Students will avoid behavior that takes away from student learning • No foul or disrespectful language (including teasing, taunting, jokes) • Students address concerns with staff respectfully in private • Honor confidentiality of all parties involved • Students follow pathways of communication	• Teachers hold students accountable when behavior impacts learning • Teacher addresses student behavior respectfully • Teachers proactively communicate with parents • Be mindful of time, tone, and place when addressing concerns • Honor confidentiality of all parties involved • Teacher follow pathways of communication	• Administration follows and supports pathways of communication • Administration addresses student behavior respectfully • Administration proactively communicate with parents • Be mindful of time, tone, and place when addressing concerns • Honor confidentiality of all parties involved	• Parents follow pathways of communication • Parents assume positive intent • Parents respectfully address concerns with staff privately • Be mindful of time, tone, and place when addressing concerns • Honor confidentiality of all parties involved • Parents must report discipline concerns directly to staff
Keep your hands and feet to yourself.	• Students will refrain from using hands or feet on other students • Students are aware of personal space and boundaries • Use regulation strategies to address	• Teachers hold students accountable when students intentionally use hands or feet on another student • Teachers support students with regulation and	• Administration follow school and district code of conduct • Administration supports conflict resolution	• Parents support the policy in place

	frustrations • Students seek adult help when conflict is present	conflict resolution • When a conflict is apparent teachers will work to address the problem with all parties		
Respect and obey all supervising adults.	• Students comply with adult's directives upon initial request • Students show respect of time, tone, and place	• Teachers hold students accountable when students show disrespect or defiance • Teachers requests are reasonable • Teachers model respect	• Administration holds all stakeholders to be respectful • Administration requests are reasonable • Administration models respect • Administration offers avenues to move forward	• Parents support policy in place • Parents model respect • Parents requests are reasonable
Be a good caretaker of all things.	• Students come prepared for class • Students help keep shared areas clean • Students care for all supplies and materials • Students are responsible for requesting supplies • Students replace any damaged personal or school materials • Students comply with dress code	• Teachers model how to be a caretaker by having a neat and maintained room • Teachers require students to use school materials properly (no sitting on tables) • Teachers create systems to support caretaking of all things • Teachers report any students who misuse or damage school property or materials • Teachers model professional attire • Teachers enforce dress code	• Administration models and supports appropriate caretaking • Administration models professional attire • Administration enforces dress code	• Parents ensure students have needed materials for school • Parents ensure students are in dress code • Parents support the student in replacing any damaged personal or school materials dated May 2025

STUDENT RIGHTS AND RESPONSIBILITIES

Each student at Addenbrooke Classical Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities.

Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school.

Students have a right to:	**Students have a responsibility to:**
● A rich and appropriate education.	● Contribute to a positive environment for all.
● Be treated with respect and care. Students will not be treated differently because of their race, ethnicity, religion, body, gender, sexual orientation, or where they live.	● Treat others with care and respect. Students will not treat others differently because of their race, ethnicity, religion, age, body, gender, sexual orientation, or where they live.
● Be talked to with courtesy and appropriate language.	● Talk to others with courtesy and appropriate language.
● Learn from their own mistakes. No one will silently stand by while the rights of others are abused.	● Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
● Be heard. Students' feelings and opinions will be respected by others.	● Listen to others, respecting expressions, feelings and opinions of others.
● Participate in decisions about their own education.	● Help others to participate in decisions about their own education, as well as work to become self-directed learners.
● Expect that they will be in a safe and clean school and that personal and community property will be safe.	● Help to create a safe and clean environment for everyone, including safety for personal and community property.

RIGHTS OF STUDENTS WITH DISABILITIES

In compliance with the federal law known as Section 504 of the Rehabilitation Act of 1973, the School will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities.

In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more

life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary support, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the School does not discriminate on the basis of disability in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provisions of services to students with disabilities, contact Alicia Black, Special Education Administrator

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

"Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which Addenbrooke Classical Academy maintains. They may include, but are not limited to, the following; basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, records from previous schools. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

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

1. The right to inspect and review the student's education records within 45 days after the day ACA receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend their child's or their education record should write to the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the

record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

A school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as discipline decisions, grades or other evaluations. FERPA is intended to require only that educational agencies and institutions conform to fair recordkeeping practices; not to override accepted standards and procedures for making academic assessments, disciplinary rulings, placement determinations, and other evaluations. Accordingly, the right to seek amendment of education records cannot be used to challenge a substantive decision unless it has been inaccurately recorded.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Addenbrooke Classical Academy K-8 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 2020229

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with the School's procedures. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that provide school related products and services to students without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the School to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School in writing by the first day of school.

Acknowledgement of the Handbook Form: Linked (please acknowledge using this link), if you would prefer to do a paper copy to acknowledge the policies, please ask at the front desk.