

Sample Family Handbook

Welcome & Introduction

We are thrilled for you to be part of the School community. It is a great privilege to come alongside you and your family as we instruct, guide, and lead your children to thrive academically.

For the school to be truly successful in achieving our mission and pursuing our vision, we must foster an exceptional school environment that few academic institutions can match. The purpose of the school's Family Handbook ("Handbook") is to provide general expectations and guidance for the journey and keys for success as we all seek to graduate exceptional students.

The school reserves the right to interpret, change, and modify this Handbook and its other academic policies, practices, and procedures at any time, without providing advance notice, or additional benefits, to affected families and students. After reading the Handbook, parents with questions should talk with the Director of Admissions or with the homeroom teacher for their student(s).

The parent(s) or guardian(s) assume responsibility for understanding the contents of this handbook and agree to adhere to all rules and regulations and to ensure that their student(s) do the same. Parents and students are responsible for compliance with the handbook regardless of whether they view it.

Cultural Distinctives

The school is a place that is **alive** - growing in all ways, honoring to all people, and joyful in all circumstances. We strive to know the children, know the families, and create a **united, yet diverse community**. We are a school that **supports** the entire family.

We place strong emphasis on culture and **conflict resolution** and train all members to:

- (1) speak well of each other
- (2) assume the best intent in others and
- (3) speak face to face to resolve lasting offenses.

We emphasize **transformation**. It is not enough to academically train students for the next level. We set **appropriate expectations** for every student that are supported with high **structure** and high **support**. We believe that a **healthy body** increases students' mental, emotional, and spiritual capacity. We are brave enough to make decisions that lead to the holistic health of our students and faculty. We encourage low sugar diet, ample exercise, and solid night's sleep.

Parent Involvement

The school operates and functions as an extension of the family, believing that the education, training, and discipline of children is the parents' responsibility. The school partners with parents in educating their children according to the policies, procedures, and principles of being rooted in classical education. **The school will not usurp the parents' authority over the education and training of their children.**

We are committed to partner with the parents in their students' academic career. During school hours and school sponsored activities where parents are not present, parents delegate and

entrust their authority to the faculty, staff, and administration of the school. In case of a conflict of interest between a student's parents and the staff or faculty the Director of Academics will call a meeting.

Grievance policy

At the school we strive to uphold ethical guidelines in all that we do, including resolving disputes and grievances. We have set forth guidelines that the school leadership, staff, faculty, board directors, students and families are to follow whenever there is a dispute or grievance concerning any aspect of the school community. We want to ensure that we seek a resolution based around love and mutual respect.

In no event is gossiping about a situation an acceptable alternative. Gossip can only lead to destruction of the school community and only leads to unrest and stress.

Situations may arise where a parent and/or student may have concerns or questions around a certain policy, frustrations with a guideline or staff member, or perhaps just a question about the direction of the school. We believe the best way to handle any issue is to first go to the individual involved and then to school leadership if need be. Those directly involved or leadership are in the best position to address any concerns and provide specific answers. Most problems or conflicts at this level can be resolved in a spirit of cooperation and understanding. Please use discretion by going directly to the source for a quick and honest resolution.

Academics

We believe the family is the primary education community. We exist to support families who desire to build a thriving legacy for their children and family. Thus, we partner with parents to build healthy foundations that result in exceptional students.

Academic Overview

Students at the school are developing the ability to think critically and deeply, preparing for high school, becoming independent and articulate learners, forming within themselves the knowledge and responsibility for leadership.

Essential to this growth are supportive teachers who are excellent in teaching and in knowledge. In the academic environment at the school, students will be challenged to think independently, open-mindedly, critically, and creatively. All disciplines emphasize critical thinking, formulation, and defense of ideas and the presentation of facts.

Effective communication and writing will be stressed in instruction across the disciplines. The school course of study will require students to read extensively and to be highly motivated.

Academic Integrity

Academic integrity is a very important part of the educational process at the school. It is a key component of a student's moral character and is essential for the development of the whole child within the learning environment. Academic integrity is also a key component of the entire school's moral character, and it is essential for the development of an academic culture of mutual trust and of a spiritual community where honesty and respect prevail. Academic integrity must be upheld by students and faculty alike. The definitions below provide a framework for the training of the students and faculty.

There are eight major areas of academic dishonesty and anyone who participates in these acts demonstrates a breach to the school's academic integrity standards:

- Plagiarism: the unacknowledged use of another's words or ideas; the submission of material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
- Strategic Absenteeism: when a student willfully fails to attend a class to avoid taking a test or major assessment on the same day when the student is otherwise attending school.
- Cheating: the use of unauthorized materials, information, or study aids (notes) in an academic exercise. Cheating can also be a secret agreement made among students in allowing another person to do one submitting that work under one's own name; or, submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- Facilitating Academic Dishonesty: when one student knowingly or negligently aids others or allows his or her work to be used in a dishonest academic manner. Such students are as guilty of violating academic integrity as their recipients.
- Fabrication: falsifying or inventing any information, data, or citation, presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered or collected.
- Aiding and Abetting Academic Dishonesty: providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, providing false information in connection with any inquiry regarding AI or failing to provide information in such an inquiry.
- Violation of U.S. Copyright Laws: when a person creates and/or uses unauthorized copies of software, videos, songs, or printed materials that are protected by copyright.
- Unauthorized Access to Computerized Academic or Administrative Records or Systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access or interfering with the use or availability of computer systems or information.

Disciplinary measures for academic integrity violations begin with the classroom teacher after consultation with school administration. The school administration may impose consequences in addition to those provided by the classroom teacher if conditions so warrant. Potential disciplinary measures for violation of Academic Integrity could include any of the following:

- Reduction of grade for the assignment or the entire course
- Additional work assigned
- Failure of the course
- Suspension from school
- Expulsion from school
- Other such discipline as deemed appropriate by the school

Schedule

All core classes are to be completed in the morning section of our schedule. Our afternoon is dedicated to cocurricular courses such as music, art, Spanish, science, civics, physical education, performing arts, typing etc.

Homework Policy

At the school we believe that children should be able to focus on after school activities in order to develop a strong sense of self and resilience. However, we believe that homework is an opportunity to engage the children in what they have learned throughout the day and reinforce the skills they have been taught.

The homework we assign will be well thought out and intentional and allow for continued learning. We want to also encourage our young children to read.

Homework is usually not assigned on weekends for the lower grades and should not be assigned over holidays or breaks. We believe that homework helps develop time management skills and independent work habits that will ensure children to thrive throughout their life.

Textbooks

The school issues textbooks to kindergarten through eighth grade students. These textbooks remain the property of the school. Students are responsible for the care of the books and the school recognizes that sometimes a textbook will come unglued or break at the binding. If this happens, students should notify the teacher immediately. Loss or damage, including writing inside books, will result in a replacement charge to the student. In addition, the school reserves the right to withhold report cards and records until damage or replacement costs are paid. Parents will be notified of the price of damage or replacement costs. At their discretion, parents may purchase a second "personal" textbook for use by students. Sources for textbooks include, but are not limited to, textbook publishers. The school takes no responsibility for a student's personal copy of a textbook.

Grading Requirements

Grading

Students in 3rd – 8th grade receive letter grades. These semester grades are the result of a cumulative academic effort throughout the semester. They become a part of the student's academic transcript. The definition of grade assessment at The school course is listed below:

- A = the student demonstrates remarkable work in all aspects of a course.
- B = the student demonstrates solid accomplishment in a course.
- C = the student demonstrates competence in a course.
- D = the student acquired some elements of a course but did not demonstrate overall competence.
- F = the student has not met the course objectives and will receive no credit.

Please refer to the Grading Addendum for specific percentage breakdown of grades

Grade Point Average (GPA) is a system used to compute an average for a semester of the student's total coursework. GPA is used to determine eligibility for co-curricular and school field trip participation, placement on the Honor Roll, Academic Intervention status and graduation eligibility.

Students in K – 2nd grade are evaluated on the following scale:

- M = Master of Content, the student is completely competent in the area and has mastered the skills needed

P = Progressing as Expected, the student is meeting the standard
N = Needs Intervention, the student needs additional support and attention

Grading Schedule

School students will receive semester Report Cards twice per year. Report Cards will be available electronically on the school's electronic platform. Effective 2nd semester, parents and students have constant access to student grades and class information.

Incomplete Grades

An incomplete grade is given when a teacher's requirements for a specific class have not been met due to an extraordinary circumstance. Students receiving incomplete grades at the end of a semester will be given 10 school days from the date the grades are due to the office to complete all work. Only the Administration can make exceptions. Any student receiving an incomplete must work with their teacher until all work has been completed.

Make Up and Late Work Policy

Absent students are encouraged to use our school system to access important information about missed coursework and assignment due dates. Students should communicate directly with teachers regarding a plan for completing make-up work.

In the case of excused absences, the student has equivalent time to the time missed to make up work. For example, if a student has missed two days of school, he/she has two days to complete make-up work. If a student misses a quiz or test, he/she will work with the teacher to schedule a day and time to make-up the assessment within one week. Tests or quizzes not arranged by the student to be made up in a week may result in a zero.

In order to prevent students from falling significantly behind, missing work or late work will be accepted for partial credit until the end of the unit in which it was assigned. Students should proactively communicate with the teacher and self-advocate when extenuating circumstances are involved. The teacher and student will agree upon an acceptable timeframe for submitting any missed work. Because we value high school preparedness and professionalism, we expect students to follow through with the deadlines established in dialogue with their teacher. Students who do not meet the arranged deadline will receive a grade of a zero.

In the event of an extended illness or injury, such as a concussion, students and parents are encouraged to work with the school administration to determine a plan for classwork. Students with unexcused absences will be given 50% credit if the work is acceptable and completed upon their return to school.

***Teacher & Administration discretion will be utilized in all of the above scenarios. ***

Academic Support

Teacher Conferences

Parent-Teacher check ins are offered twice a year at the school. We believe that student, parent, and teacher communication should be ongoing throughout the academic year. If you have a specific need or concern that you would like to address, please contact your teacher directly and

set up a time to meet and not wait till the conferences.

Student Attendance and Absences

Attendance

We offer a unique educational and social experience at the school and place great importance on attendance. Excessive absences from class frustrate the efforts of teachers and lead to decreased student performance.

We expect students to be in class every day, and we believe that parents desire the same. We also value our partnership with parents and so School families are expected to communicate absences as they occur. Should you have an extended vacation planned, it is the family responsibility to communicate with teachers in a timely manner, so they may prepare work ahead of time.

Attendance is recorded Monday through Friday through the following attendance protocol used by teachers at the beginning of every class:

- Tardy = late to class
- Absence Excused = parent called in absence
- Absence Unexcused = absence not reported by parent

Reporting an Absence

Procedure to follow when a student must be absent:

1. Parents are to contact the school via email as soon as they know a student is going to be absent or by 9:00 a.m. on the day of the absence. Written notes will not be accepted.
2. Absences that are not notified in advance or contemporaneously on the day of absence will be considered unreported absences. If parents believe that an absence may be inaccurately reported, they may contact the front desk up to three days after the reported absence. Beyond three days, the Administration must be contacted to make changes.
3. Falsely representing a parent/guardian notice of absence in any way will result in disciplinary action.

Excessive Absences

In order for teachers to advance their instruction, we will not ask teachers to spend significant resources and time in covering material privately or in administering make-up work. Please note that teachers handle truancy and tardiness as matters of discipline. Uncorrected truancy or tardiness will escalate to involve Administration.

Students are allowed to participate in school-sponsored activities on a day when the student is absent from class. However, the Administration is permitted to exclude students from participation in such activities at their discretion in order to support the primacy of academics and coursework.

We value community and therefore all students are required to attend all normal school day programs. Missing these opportunities without proper permission is considered non-class

truancy. Parents will be notified, and consistent truanancies will require a parent and student meeting with the Administration and other school representatives. Disciplinary actions are at the discretion of the Administration.

We strongly value exceptional attendance and see it as a primary commitment of students enrolled at the school. Accordingly, excessive absences (reported and unreported) and truanancies will be handled as follows:

- Greater than seven (7) total absences per semester in a single class will result in a meeting with the course teacher, and or student mentor.
- Greater than twelve (12) total absences per semester in any one class or a combination of classes will result in a meeting with the Director of Academics and may result in the student being withdrawn from that class or classes with a "withdraw fail" (WF) from the course or courses and a "WF" on their record.

Early Dismissal/Late Arrival

Parents should call the Front Desk prior to the student's time of departure. Parents must sign a student out prior to leaving the school. If possible, please let the students Homeroom teacher and Front Desk know ahead of time if you will need to check out your student early.

In the event of an emergency, please call the school to have your student prepared to leave.

Family Vacation

Parents and students are asked to carefully review the school's academic schedule and to make travel plans well in advance to avoid missing any school days. When it is necessary for a student to miss school, parents are expected to contact the student's teachers two weeks in advance to allow for appropriate academic arrangements.

School Closures

The school is a metropolitan school with students coming from numerous Front Range communities. To assist parents and students in arriving to school safely, the school will adhere to the following policies related to closures, late starts and early dismissals.

The school will make independent decisions separate and distinct from any other school or district. If we decide to close or delay the start of school, we will do so no later than 6:00 am of the affected school date and will immediately post the notices on the the school website.

Students, parents, faculty, and staff will also be notified by text message via the school communication system. We will also attempt to announce our decision on the major radio and television stations in Denver. While we will make every attempt to notify the media and update the website by 6:00 am, parents and students should assume that if notice of a school closure or late start has not been communicated by 6:30 am then we will begin school as normal.

Student safety is a priority. If bad weather contributes to negative road conditions, parents should make their own decisions about their student's safety traveling to and from school. Under these circumstances, please call the attendance line and update the school regarding your student's attendance. Student absences due to travel safety will be excused provided the school has been properly notified. Based on the type of closure or late start, we will adhere to the following guidelines.

School Closings

A school closure will result in the cancelling of all classes. Cancellation of co-curricular activities and any other non-school related activities taking place on our campus on the day of closure will be communicated via the coaches/teams, and via the parent text threads. The school will resume on the next weekday according to the typical schedule for that day; provided the weather and travel conditions are suitable for school attendance and at the sole discretion of the school Administration. (Example: If school was closed on Tuesday, we will resume school on Wednesday according to the normal Wednesday schedule.)

Late Start

In order to take the guesswork or any confusion out of a late-start schedule, we will typically begin a late start schedule at 9:30 a.m. Parents will be notified of the late start time. Students will report to the first class normally scheduled on the specific day in question and will attend all classes within a modified time schedule on that day. Students will be considered tardy or absent if they arrive at a later time.

Early Dismissal

In rare events, the school may determine the need to invoke an early dismissal from school. Early dismissal may take place due to any number of reasons. If the need for an early dismissal is identified, the school will communicate with parents through the school notification system. The time and location for early pick up of your student will be communicated as well.

School Calendar

The school calendar can be found on the school website. Please check the calendar frequently to be kept informed of school holidays and closures, and student activities, as well as school community events for parents and families.

Student Life

Establishing and maintaining a positive climate at school is a two-way street. There must be a relationship of mutual respect between teachers and students. Students should respect the authority of the teacher, coach, mentor, or staff member.

The staff must also avoid abusing authority that results in provoking the students to anger. Staff must always bear in mind that each student must be treated with respect and consideration.

There are three basic principles that guide our student/faculty/staff behavior at the school:

- **Respect people** (peers, faculty, staff, visitors, parents, students)
- **Respect property** (lockers, desks, walls, equipment, building and grounds, etc.)
- **Preserve the learning environment and culture of the school** (obey the rules, policies, and procedures)

Student Conduct

Corrective Guidance Philosophy

The goal of the discipline process at the school is reconciliation, redemption, and restoration to right standing. The school community is encouraged to resolve matters quickly and properly.

Our goal is for students (and adults) to grow in self-discipline so that external discipline measures become less needed. The school behavior correction philosophy encompasses the following:

- Effective discipline should lead to self-reflection. Various consequences may be used in encouraging and reinforcing proper behavior.
- Corrections may result in consequences even though forgiveness has been extended.
- Corrections are directed at the behavior or attitude, not the person.
- Restitution plays a role in correction by ensuring justice and protection for all parties.
- Correction involves partnering with families throughout the process.
- The school community is responsible for guiding students in successfully representing themselves and complying with all behavioral requirements of the school. Each person is treated with respect.
- Initial minor behavioral incidents are often handled at the classroom level with the teacher and using appropriate classroom management strategies. Parents will receive communication from faculty or staff after when necessary.
- However, if the misbehavior becomes a habit, or is especially concerning, parents may be called in for a meeting with Administration and other faculty or staff members.
- The school does not participate in corporal punishment.

Zero Tolerance Policy

The school has adopted the following policy relating to alcohol, drugs and weapons on campus or at any school-related event the school reserves the right to test for drugs during school hours if there is just cause or behavior that would suggest illegal use.

The school's Zero Tolerance Policy: A student who at any time is in possession of or in the use of illegal drugs, alcohol or lethal weapons on the school campus or at any school-related event will immediately be suspended from school pending an investigation with expulsion from school as a potential outcome.

- Possession or Use of Lethal Weapons, Drugs and Alcohol on Campus or at School Events – It is illegal and forbidden to use, sell or possess firearms/weapons/explosives, drugs or alcohol on campus, traveling to or from campus or at any school function, including school-sponsored trips and school excursions when one is representing the school. This includes attending any school function when one is under the influence of drugs or alcohol. Mandatory reporting states law enforcement officials shall be notified. Students are encouraged to lessen consequences by coming forward on their own under the guidelines of the Self- Reporting process outlined below.
- Drug and Alcohol Abuse at Non-School Activities – It is not within the jurisdiction of the school to monitor student behavior at non-school activities. However, if an agent of the school becomes aware of alcohol and/or drug use involving our students, this information will be shared with the parents and the appropriate school authorities. The school may investigate the details and the school's Zero Tolerance Policy may be implemented.

Bullying and Harassment

It is the policy of the school that all employees, volunteers, parents and students will treat all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or disability.

Harassment and/or bullying includes but is not limited to: easily identified acts of verbal, written or physical abuse, and more subtle, but equally damaging, forms of harassment and/or bullying, such as graffiti, epithets and that which is targeted at an individual or group. The school also prohibits cyber bullying: creating websites, instant messaging, emails, using camera phones, posing as someone you are not online, posting messages on social networking sites or through apps or using other forms of technology to engage in harassment or bullying.

Bullying and harassment that take place on the school campus or at a school event will be handled in a similar way to our Zero Tolerance Policy. If an agent of the school becomes aware of bullying or harassment that involves our students, but is taking place off-campus, this information will be shared with parents and the appropriate school authorities.

Sexual Harassment

All persons in the school community are obliged to take instances of sexual harassment seriously and inform a member of Administration.

Examples of sexual harassment include, but are not limited to: sexual advances, visual conduct: leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations; and physical conduct: touching, assault, impeding or blocking movement.

Reporting & Self-Reporting

All students share in the responsibility for keeping the school environment free from the negative influences listed above. Students must report incidents of harassment or bullying to their teachers or administrators. When the school Administration becomes aware that harassment or bullying may be occurring on campus, they will promptly investigate the situation. No adverse action will be taken against any person who makes a "good faith" report of alleged harassment or bullying. Any member of the school community who falsely accuses another member of harassment is subject to disciplinary action. The school reserves the right to administer discipline according to the situation at hand. Students who choose to seek help, who recognize and confess that their behavior and action is in violation of the school's standards will be evaluated on an individual basis.

1. A student may contact a faculty or staff member on campus with whom he/she is close and confide in that person the problem that he/she is planning to correct.
2. The student must then inform his/her parents of the problem. (Note: the student is welcome to have the faculty or staff member present.)
3. The faculty will notify Administration.
4. Finally, the student must agree to submit to a correction plan that is designed collaboratively by the school, student, and the parents.

Notwithstanding these policies on correction and behavior, the school reserves the right and authority to govern and rule regarding all matters of student behavior, whether listed here or not; and also reserves the right and authority to govern and rule regarding any matter concerning a student who is involved in illegal activities, whether on-campus or off-campus.

Appropriate Language

The use of appropriate language will be consistently expected. Use of inappropriate language may bring disciplinary action.

Expulsion

Expulsion is defined as removal of the student as an enrolled member of the school. It is imposed in those rare instances when a student shows lack of alignment due to persistent and/or seriously inappropriate behavior that threatens the academic integrity of the school or the safety and wellbeing of fellow students, faculty, visitors or property. Admission for re-entry will be based upon a recommendation of the administration and approval by the Homeroom Teacher. Suspension will be handled by the Administration and done so based on actions that require discipline, but not to the extent of expulsion.

Student Etiquette

Students will be taught and encouraged to use respect when addressing teachers, staff, volunteers, and other adults by using appropriate addresses such as Mr. Mrs. Miss etc. Each student will be expected to sit quietly and respectfully while in class, to walk quietly in a line along the walls while in the hallways, and hold doors open for other students.

While on the playground we know this is a time to get exercise and play, all of which are vital parts of maintaining a healthy learning environment; however, RES does expect all children to be respectful, exhibit good sportsmanship and care for each other.

- No wrestling
- No throwing rocks or snowballs
- Be kind and include others

Student Attire and Appearance Policy

Accessories

- Items such as notebooks, folders or backpacks should display appropriate and positive qualities or slogans that are aligned with the school's culture.
- Hats/caps are not allowed in any building during the school day.
- Footwear must be worn.

Female students may have no more than 2 earrings in the ear and one small stud in the nose. Nose rings are out of dress code. Jewelry that becomes a distraction will be addressed on an individual basis.

General

- Boy's/Girl's hair must be of a modest style, well-kept and neatly groomed. Unnatural colors of hair must be muted and not outrageous.

- Boy's facial hair should be well-kept and neatly groomed.

Process for Accountability and Non-Compliance

If a student is found to be in non-compliance with these guidelines the following approach will be followed:

- The school expects parents to monitor and influence their student's dress and compliance with the policy. Any student accumulating 3 violations within a semester will be required to meet with their parents and the Administration to confirm alignment with the school and capacity to meet the standards of the policy.
- Any student found to be willfully violating the policy through immodest dress, offensive words or insignia or other means in the discretion of the Administration will be sent home for the day.

Any student who amasses consistent and repeated noncompliance will be included in a parent(s) meeting with the Administration to determine the driving forces behind the student's behavior and discuss the next appropriate steps.

Hygiene

To ensure all students, faculty and staff are health we emphasize frequent hand washing with soap and water, to cover your mouth when you cough or sneeze and use hand sanitizer as needed if soap and water are not available. We also recognize it is the partners responsibility to teach proper hygiene while at home.

Health and Wellness

Medication Policy

The policies regulating the administration of medication during school hours are for the students' safety. Academy personnel will only administer provided medication once all medical forms are signed.

It is required that the first dose of any medication be administered at home. If you or your child's physician decides it is necessary for your child to receive medication during the school day, including self-administered medication, authorization must be on file in the office.

Written authorization is required from a child's parent or guardian for the school to administer over-the-counter medication. With signed consent, designated school personnel may provide acetaminophen (Tylenol or generic equivalent) for headaches, toothaches, dysmenorrhea (cramps), musculoskeletal pain, or a fever over 100.7. No other over-the-counter medications will be dispensed.

Prescription medications must be brought to the front office by the parent in the current, original, properly labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications.

NO medication of any kind may be carried on a student's person, except for 2-3 cough drops, inhalers for asthma, or emergency medications for allergies and diabetes. Routine medications are to be administered through the front office.

The school nurse will work with parents and physicians to plan and implement individualized healthcare plan and services for children with disabilities or health conditions that interferes with learning, including medication administration and monitoring.

Illness

It is the expectation of the school that families will keep ill students at home to prevent those who are contagious from spreading illness to their classmates, faculty, and staff. This includes not sending students to school if they have had any of the following within the previous 24 hours: Fever greater than 100.4F, vomiting, diarrhea, or lice infestation.

Mild Cough/Runny Nose: If there's no fever and the child feels good, school is fine.

Bad Cough/Cold Symptoms: Children with bad coughs need to stay home and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. But when the cough improves and the child is feeling better, then it's back to school. Don't wait for the cough to disappear entirely -- that could take a week or longer!

A student whose temperature is 100.4F or higher, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be sent home. When parents are notified of the need to pick-up their student, the student should be picked up within 30 minutes of being called.

Communicable Illness

If your child has a communicable illness, please notify the school's front office.

Parents should remind students to:

- Wash hands frequently, especially after using the restroom and before eating
- Cover coughs and sneezes with your elbow NOT hands
- Parents can help by:
- Checking students' health before they leave home.
- Keeping students' home when they have signs/symptoms of illness.
- Planning with relatives/friends to take care of sick children if unable to do so yourself.
- Making sure your student is eating breakfast prior to coming to school.
- Sending your student with a water bottle daily.
- Making sure your students have appropriate outerwear for changing weather.

Lice

Children MUST be lice free before they will be allowed back into the classroom. Upon return, they will be checked by a member of the Leadership Team before they will be allowed to return.

Immunizations

The school requests vaccine information from each student per state law. For personal or religious exemptions, please download and complete the form provided to you and turn in the non-medical exemption form to the school. For medical exemptions from immunizations, please download and complete the medical exemption form. The school is required to keep vaccine records or exemption forms on file.

Sunscreen

Parents are to ensure that sunscreen is applied to their children prior to school each day. We spend a fair amount of time outside each day, and we want to ensure that students are not sunburned during outside activities.

Student Drop Off & Pick Up Procedures

Drop Off - K-8th

Normal school hour drop off is from 8:15 a.m. until 8:25 a.m.

Pick Up K-8th

Normal school pick up is at 3:30 p.m. Monday through Thursday.

Technology

The school provides students with access to computers, networking, software, and other technologies designed to support excellence in teaching and learning. Unacceptable or illegal use of those technologies could harm or embarrass both the user and the school. In using technology, students, staff, and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community.

Students are required to abide by The school's Acceptable Use policy and the following rules:

- Exercise good judgment in the sites you visit and the apps you download. Do not visit sites that appear to contain objectionable material. If you are unsure or if you are blocked by The school's Internet filter, ask a parent or teacher if the site is appropriate.
- Protect yourself from people and companies that want to take advantage of you. Never reveal your identity over the Internet without your parent's permission. That includes your address, telephone number, name of school, address of school, your date of birth, Social Security number, credit card number, photograph and any other information that could identify you. Never meet in person with anyone you met online without your parent's approval. If you ever believe you have been harassed, bullied or threatened, report it immediately to a teacher or administrator.
- Be polite. Use appropriate language in your communications. Do not send messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy.
- Respect the rights of others. School students must never:
 - Attempt to access other people's accounts and files.
 - Use peer-to-peer file sharing such to distribute copyrighted content.
 - Create an Internet hotspot on The school's campus.
 - Take advantage of a teacher or student who leaves a computer without logging out.
 - Use someone else's login credentials
 - Abuse, tamper with, or willfully damage The school's computer equipment.
 - Impair the network or bypass restrictions set by the network administrator.
 - Take someone's picture without their consent.
- Do not use technology to harass or bully. Students must not:

- Send intimidating or threatening communications.
- Share cruel, demeaning, private or embarrassing information about another person.
- Pretend to be someone else by using their online account or acting on behalf of them in an online forum.
- Share private or embarrassing information about another person.
- Send unwanted material to another person's account in order to fill it up/clog it with trash.
- Post annoying or provocative messages to incite fighting.
- Impersonate someone by using their online identity.
- Send unwanted material to another person.
- Use technology appropriately in the classroom. Cell phones and other digital devices may only be used in a classroom if the teacher has expressly granted permission.
- Be aware that you will not have privacy when using the school's technologies.
 - The school owns the data that is created and stored on the school's information systems. The school can view your data and network traffic at any time.
 - School administrators may search cell phones and other electronic devices if there is any concern about safety, security or academic integrity issues.
- Consider your personal technology needs. Most of your class materials, grades and school communications will only be available electronically. You will need Internet access to complete many of your classroom activities and homework assignments. Computers are provided in the library on a first-come first-served basis.
- Tell someone if you feel threatened or harassed. Any student who receives harassing, threatening or inappropriate materials via email or Internet must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately.

Students who violate any aspect of this Technology User Agreement will be subject to appropriate discipline, including possible loss of computer or Internet privileges or expulsion from the school. Students will be held responsible for the cost to repair the damage that results from a violation of these policies.

School Safety and Security

On site Security

In partnership with Douglas County the school campus will have a Student Resource Officer on site during school hours.

Additionally, the school has locked entry at all entry points, video surveillance, and an alarm system.

Fire, Tornado, Reverse evacuation, shelter in place, and Lockdown drills are held periodically during the school year. Emergency procedures will be taught during drills, during classroom meetings, and at other select times during the school year. Procedures and specific directions may be posted in each room or found on identified technological applications. To report concerns or suspicious activity, contact the Administration office.

Campus Hours

The school campus is open to students from 7:15 a.m. to 5:30 p.m. with the exception of scheduled events such as sporting events, artistic productions, or other school sponsored events. At all other times the campus will be considered "closed" after the identified time period.

Emergency Procedures

If a student is injured or becomes ill during the day, the school will follow established procedures for responding to injuries and severe illness. As circumstances dictate, the school will also attempt to contact the parents for assistance in dealing with the situation.

In the event the parents cannot be reached, the school will follow local protocol as established by emergency services and directions given on the emergency medical form(s) found in the student medical record. If necessary, students will be transported to the nearest hospital via 911.

Parent Badges

All parents are required to have school issued parent badges. These are required to be worn at all times while on campus. All new families must obtain a parent badge from the front desk before the start of school. Badges will require a picture to be taken.

Volunteer and Visitor Policy

All visitors must present a form of ID (Driver's License or another government issued form of identification) at the reception desk and obtain a visitor badge to be worn while on campus. The badge should be returned when the visitor signs out.

Prospective students, friends or out-of-town guests may be permitted to visit with a school student under the following conditions:

- Pre-approved permission must be granted for all visitors from the Administration Office at least 48 hours in advance.
- Student visitors will be expected to abide by the dress and conduct rules of the school. Please make sure your guests understand school guidelines.
- Visitors must provide a valid ID in accordance with policies and procedures regarding the visitor management system. Visitors must sign in and out at the front desk.
- Visitors are not allowed on campus after school except for a school event.

All volunteers will submit to an annual background check, and wear issued badge while on campus. Visitors and volunteers should maintain appropriate dress by wearing nice jeans, slacks, sensible skirts, dresses, shorts, or yoga pants.

Classroom Volunteer Guidelines

The importance of community is a differential at the school. Having all our parents and grandparents involved is at the core of building community. While engaged in the learning process, parents are required to adhere to the privacy of the children and the integrity of the academic program. All parent volunteers working directly with children are required to complete a Parent Volunteer Agreement form. Other volunteers may be asked to complete the agreement at the discretion of the school. This form may be found at the front desk.

Remember to:

- Be respectful of the teacher and students' learning time. Please do not engage the teacher during a volunteer session in a conference about your child, the class, or the curriculum.
- Please ensure that you arrive on time at least five minutes prior to the volunteer start time.
- Do not overstep boundaries with either the teacher or other parents during or because of your volunteer session. You may see a student having a tough time during a lesson. Please be assured that if the teacher believes he or she needs to talk with the child's parents, they will. It is not your job as a volunteer to do so.
- Classroom and student work is always confidential.
- Please do not discuss student matters with anyone except the teacher.
- Do not compare children within the classroom.
- Be respectful of the privacy of the children and the integrity of the academic program.
- Be patient and flexible.
- Be confidential.
- Discuss with the teacher the best way to communicate with you.
- Find out classroom standards and how you enforce them.
- Be patient when dealing with children.
- Student successes and efforts should be praised.

School Operations and Administrative Procedures

Lunches and Snacks

The school seeks to teach students to eat in a healthful way, while displaying good table manners. Our dining atmosphere is designed to provide a healthy meal each day, complete with weekly options for our students. It is not a restaurant with made-to-order food choices. Parents are asked to support the school's efforts to produce healthy meals, encourage their student to make healthy choices, and accept that students need the freedom to make choices, subject to the other policies in this Handbook.

The following guidelines will help make dining pleasant:

- All eating and drinking will be confined to designated areas, unless otherwise noted as part of a scheduled event.
- We ask that you send healthy snacks each day and water only to drink
- Due to allergies and our health and wellness focus, sweets and sugary drinks are prohibited and will be confiscated and disposed of. Parents will be notified via a note sent home with your student. Continual violations will result in a meeting with the Administration.
- Allergies: Please ensure the school office and your student's teacher are aware of any allergies.

Hot Lunch

The school may offer hot lunch.

Hot Lunch Policies

Snow Day: Due to preparation needs combined with unforeseen circumstances surrounding

snow days, refunds will NOT be given for hot days lunch missed.

Hot Lunch Missed due to Absence: Please notify at least 24 hours prior to the missed day and credit will be given.

Dietary Restrictions: No nuts will be used in the preparation of cold/hot lunches. Please contact the school with any other dietary restrictions Accommodations may or may not be possible.

Recess

All students are provided a daily recess. Recess is held outside except in the following weather-related instances:

- Thunder, lightning, or precipitation
- Because fresh air and movement are essential to learning and growing healthy, students are to ensure that they have proper clothing for all outdoor weather
- Students' outdoor time will be limited or possibly kept inside in our indoor play spaces when the temperature is over 100 degrees or below 32 degrees Fahrenheit or at the discretion of the faculty
- When the weather is not appropriate for recess in the estimation of the faculty (for instance, excessive wind, snow or other hazardous conditions)

Lockers and Cubbies

Students may be assigned a locker/cubby for their use during the academic year. We ask that students respect the property and keep lockers clean. The school reserves the right to search any locker/cubby at any time. Please ensure your students keep cubbies and lockers clean and free from food and drinks at the end of each day.

Lost and Found

Lost and found is located in the school office. The school is not responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school. Students assume all liability for any personal items brought to school.

Uncollected lost and found items will be donated to charity at the end of each month. Students are reminded not to leave personal items unattended at school. Students should label all personal items.

Deliveries for Students

The school asks that deliveries and messages are not sent to school for students. We do understand there are unexpected situations and emergencies. Please reach out to the front desk if you need to get a message to your student or need to send a delivery.

Third Party Sales

School families are not permitted to reach out via school communication to sell personal fundraising items.

Communication

At the school it is our desire to have consistent and clear communication. We encourage all parents to reach out to teachers and administration with any concerns, suggestions, or areas you think we are doing a great job. We want to ensure there is open communication throughout the year between parents and teachers. We have several ways we communicate with families that are listed below.

- Emails: this is our primary form of communication. Emails have many pieces of important information about upcoming events, scheduling, hot lunch, etc.
- Text: We will use text to communicate any emergency situations that may arise.
- One pager: These come home in your students' black folders each Monday. These will have information about homework as well as important information about the week. Please check this sheet daily.

Mandatory Reporting

In accordance with state law and school policy, school staff is obligated to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities.

The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Non-Discrimination Policy

The school admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. The school is an equal opportunity employer.

Disclaimer

The management of The school maintains the right of revision to this Family Handbook as it deems necessary. Nothing in this Family Handbook should be construed as a contract. The school reserves the right to add, delete or modify any policy in this Family Handbook at any time without prior notice. The most current version of the Student Handbook may be found on the the school website.

FAMILY HANDBOOK RECEIPT ACKNOWLEDGMENT

I have received my copy of the Family Handbook. It is my responsibility to read and understand the matters set forth in this Handbook. It is a guide to school policies, procedures, and conduct.

I understand and acknowledge that the school has the right, without prior notice, to modify, revise, amend or terminate policies, practices, and other institutional programs within the limits and requirements imposed by law. The management of the school maintains the right of revision to this Family Handbook as it deems necessary. Nothing in this Family Handbook should be construed as a contract. The most current version of the Family Handbook may be found on the the school website.

Parent Signature

Parent Signature

Student Signature

Date