



**COLORADO AGRIBUSINESS &  
EQUINE SCIENCES ACADEMY**

# **STUDENT and PARENT HANDBOOK**

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## GENERAL EXPECTATIONS

### **General Expectations:**

As a community of learners, it is the duty of each individual to do her/his part in keeping our program safe. The enrichment program staff requires all visitors coming to the building/premises to report directly to the staff on duty to present identification and sign in.

Traffic laws and postings are expected to be observed by all drivers. All walkers are expected to obey crossing laws by utilizing the controlled crossing areas.

Students are not to be left unsupervised in or around the building under any circumstance. Program personnel will supervise students between 9:00 AM and 3:00 PM on the day of their scheduled program. Students not participating in a program sponsored activity are the responsibility of the parent and must not be left at the building.

Appropriate attire must be worn by students to the program during cold weather days. Students are expected to have covered legs and jackets when the temperature reaches below freezing marks when participating in scheduled outdoor classes. Students are expected to remain in appropriate attire throughout the program day. Please refer to the CAESA dress code policy for details.

**CAESA is a state funded homeschool enrichment program. Parents are responsible for filing appropriate Colorado state mandated requirements and documentation with the appropriate entity pertaining to homeschooling which may include filing an NOI, enrolling in a private school, enrolling in an umbrella school and/or other state approved requirements.**

### **Communication:**

At CAESA, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- Keep up-to-date with our communication:
  - Check the enrichment program website ([www.caesacademy.org](http://www.caesacademy.org)) at least weekly for updated information.
  - Read every Enrichment Program email update/ newsletters from the Director/Instructors
- Treat our administration and program staff with respect – This includes at program events, emails, telephone conversations, and in the classrooms during and outside of program hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.
- Respect our learning community – Enrolling your student in CAESA indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

CAESA maintains an open door policy concerning communication with parents, students, staff and our community. At the same time, however, all concerns should follow the proper line of contact to address an issue.

1. The teacher or personnel responsible
2. The Director of the Program (administration)
3. The Executive Director

## **WEATHER AND EMERGENCY INFORMATION**

### **Cancellations:**

Because of our broad geographical student base, CAESA program delays or program cancellations will be determined by the administration. CAESA will delay or close in conjunction with each school district the program is located in for weather or safety related delays and closures. Instructors will email parents weather related updates as soon as possible.

In all cases of inclement weather, please access local radio or local television stations for pertinent announcements regarding the local school district. In these cases, parents should exercise their own judgment whether to have their child attend the enrichment program.

### **Emergency Drills:**

Students must learn all emergency procedures and instructions given by the CAESA staff. CAESA will conduct needed drills to ensure that the program community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the program building/facility, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

## **STUDENT LIFE**

### **Conduct in the Classroom:**

Individual program instructors handle all matters of classroom discipline. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct will be referred to the administration. Student behavior can result in being sent home for the day or being removed from the program.

### **Conduct during Lunch:**

All students are expected to bring a healthy lunch and snack to class. Lunch must be cold or in a thermos. Lunch and snacks are to be eaten onsite. We ask that students bring a water bottle to refill throughout the day. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure that the eating area and other areas of the building/facility remain free from litter. Students are not encouraged to share their food with other students.

### **Grades**

As a homeschool enrichment program we do not offer formal grades. However, staff members are willing to share how a student is doing in the program if requested by the parent.

### **Food Allergies:**

Parents are responsible to inform the administration and their student's instructors of any food allergies their child might have.

### **Lost and Found:**

The enrichment program cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of their missing property. A "lost and found" will be maintained by the

program. Any found items should be turned into the instructor and/or administration. Unclaimed items will be turned over to benevolent organizations at the end of each quarter. Students are strongly encouraged to leave valuable items, including cash, at home.

**Electronics:**

Personal electronic devices in any form are not allowed at the program or program related events. Teachers will confiscate any of these devices if seen or heard.

**Toys:**

Toys, game cards, or collectable cards are not allowed at the enrichment program.

**Literature:**

There are to be no comic books, magazines or unapproved books brought to the program for personal use as determined by program teachers. Teachers may allow prescribed books and magazines for special class assignments with permission from the administration.

**Field Trips:**

A form provided by the program is to be completed by the parent/guardian granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students and/or adult chaperones may be denied participation by the program if they fail to meet academic and/or behavioral requirements. CBI Background checks for adult chaperones must be conducted prior to attending a field trip. CAESA does not provide transportation for field trips. Participation is optional.

**Leaving Campus During the Day:**

- Students may not leave campus during program hours unless a parent/guardian or pre-approved and designated adult checks them out and accompanies them.
- Students who become ill during the day must report to the instructor so that a parent or guardian may be contacted.

## **DRESS CODE POLICY**

CAESA's Dress Code policy has been established to help facilitate the education of our students, to ensure their safety, and to allow for parity among them. This policy will be reviewed and updated as deemed necessary by the administration. Students are to present a neat appearance and to include appropriate sizing for the individual.

***General Expectations***

Students are to present a neat appearance.

- Items considered inappropriate, unsafe, or a distraction from the learning environment are subject to review by the administration and teachers.
- Shoes are to be worn at all times. Open toed shoes are not permitted.
- Students should prepare for cold weather by wearing appropriate outerwear.

***Exceptions***

- CAESA respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical grounds.
- Exceptions may be made for outerwear that is worn for warmth to and from program by program administration.

## STUDENT ATTENDANCE

One criterion of a student's success in the program is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for program interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. CAESA is a state funded program which requires regular attendance.

Each year the administration establishes the program attendance period by adopting a program calendar. Students are expected to be in attendance in accordance with the CAESA adopted calendar. Student attendance of 90% or more is expected.

Parents/guardians will be expected to take the responsibility for determining whether it is safe to send their child to the program due to severe weather.

Our programs offer more than 90 hour minimum homeschool enrichment program requirements and attendance is expected, monitored, and recorded daily.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally enjoy the program more and achieve higher success.

### **Excused Absences:**

The following shall be considered excused absences:

1. Absences because of temporary illness or injury
2. A student who is absent for an extended period due to physical, mental, or emotional disability
3. A student who is pursuing a work-study program under the supervision of the program Director
4. A student who is attending any program-sponsored activity or activities of an educational nature with advance approval by the administration
5. Absences by those who are in the custody of court/law enforcement authorities
6. Those determined by program administration to be excusable, such as doctor's appointments or juvenile court appearances

Students may be placed on an attendance contract that will include parent input when possible.

Early dismissal from the program will be approached in the same manner as tardiness. Students are expected to be in the enrichment program until dismissal time on regularly scheduled program days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption. Unavoidable situations will be honored, but excessive early dismissal will be documented as tardy in the attendance record. Tardy penalties shall be imposed.

Excessive unexcused tardies or absences will be placed on an attendance contract and parents notified.

### **Withdrawal from Enrichment Program:**

If a parent decides to withdraw their student from the enrichment program for any reason, the student must follow the checkout procedure and complete a withdrawal form. All outstanding fines must be paid prior to the student's departure.

## **STUDENT HEALTH**

### **Illness**

There are three main reasons to keep sick children at home

- 1.) The child doesn't feel well enough to take part in normal activities
- 2.) The child needs more care than the teacher and staff can give, and still care for the other children.
- 3.) Students experiencing a fever, vomiting or diarrhea. Students must be symptom free for at least 24 hours before returning to class.

### **Communicable Diseases/Extended Illness**

Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Colorado Department of Health, and/or the applicable County Health Department. If a student has a reportable communicable disease (as noted on the CDPHE list of Communicable Reportable Conditions) students will not be allowed to return to the program until the program receives a doctor's notification that there is no risk of infecting others.

### **Medications Policy**

CAESA staff are not able to administer medication to any student. If a student needs medication and can not self administer, a parent must come to class to care for the student. In the case of an emergency, such as severe allergies, staff may administer medication with signed approval from the parent.

### **Immunizations**

Education reEnvisioned BOCES may request and require immunization records.

## **CAESA CODE OF CONDUCT**

In accordance with applicable law and administrative policy concerning student suspensions and other disciplinary interventions, the administration may suspend a student who engages in one or more of the following specific activities while in the program buildings, on program grounds, or during a program-sponsored activity or event. However; the administration should also consider appropriate and consistent consequences that hold students accountable, while minimizing their time away from instruction. Restorative interventions (e.g., circles, conferences, etc.) may be used in conjunction with the restorative discipline matrix's consequences to allow students to verbalize the harm they caused, as a mechanism to mitigate future behavior.

1. Causing or attempting to cause damage to program property or stealing or attempting to steal program property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of program property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of

force.

6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the program or incite violence.
7. Violation of criminal law which has an effect on the program or on the general safety or welfare of students or staff.
8. Throwing objects, unless part of a supervised program activity, that can or do cause bodily injury or damage to property.
9. Directing profanity, vulgar language, or obscene gestures toward other students, program personnel, or others.
10. Lying or giving false information, either verbally or in writing, to an employee.
11. Engaging in scholastic dishonesty, which includes but is not limited to cheating on an assessment, activity, plagiarism, or unauthorized collaboration with another person in preparing written work.
12. Behavior on or off program property that is detrimental to the welfare, safety, or morals of other students or program personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
13. Repeated interference with the program's ability to provide educational opportunities to other students.
14. Continued willful disobedience or open and persistent defiance of proper authority, including refusal to obey a member of the staff.
15. Bullying behaviors toward other students, program personnel or others.
16. The carrying or use of weapons, lighters, matches, or anything that can propel an object are prohibited.

This is not an exhaustive list of activities that could result in consequences (suspension, restorative intervention, removal, etc.) for students. Following any period of suspension, the administration will ensure that a restorative approach is employed to reintegrate students into the program environment. The student, parent(s), and/or guardian(s) should conference to discuss behavioral expectations (codified in a signed behavior contract) and the student should be made aware of social emotional support resources; any harmed party(ies) should also be made aware of the student's return.