



**2018-2019**

**PARENT & STUDENT**

**HANDBOOK**

*Learning* and *Growing* together on a trail of *Success*

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Updated August 2018

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## 2018-2019 Academic Calendar

**JULY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**SEPTEMBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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**DECEMBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
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30	31					

**IMPORTANT DATES**

- Aug 7 - 9** New Teacher Orientation & Induction
- Aug 10,13,14** Non-Student Contact Days
- Aug 15 - 16** Assessment Days K-8th
- Aug 17** **First Day of School 1st - 8th**
- Aug 20** **First Day of School for Kinder**
- Aug 21** **First Day for Preschool AM/PM**
- Sept 3** School Closed - Labor Day
- Sept 17** Non-Student Contact Days
- Oct 12, 15** Non-Student Contact Days
- Nov 9** End of 1st Trimester
- Nov 12** Beginning of 2nd Trimester
- Nov 19 - 23** School Closed - Thanksgiving Break
- Dec 21** Non-Student Contact Days
- Dec 24-Jan 4** School Closed - Winter Break
- Jan 7** Non-Student Contact Day
- Jan 18** Non-Student Contact Day
- Jan 21** School Closed - MLK Day
- Feb 15** Non-Student Contact Day
- Feb 18** School Closed - President's Day
- Feb 22** End of 2nd Trimester
- Feb 25** Beginning of 3rd Trimester
- Mar 22** Non-Student Contact Day
- Mar 26-29** School Closed - Spring Break
- Apr 29** Non-Student Contact Day
- May 23** Last Day of School/Early Release
- End 3rd Trimester
- May 24** Non-Student Contact Day

**LEGEND**

- E Early Release Day (12:15 PM)
- Staff Professional Development (PM)
- Non-Student Contact Day
- Staff Personal Development Day
- Work/Professional Development
- School Closed
- Beginning of Trimester
- End of Trimester
- New Teacher Orientation & Induction
- Break - No Students / Staff

**177 TEACHER REPORT DAYS**

- Elementary School:
- Trimester 1: 58 days
- Trimester 2: 54 days
- Trimester 3: 57 days
- Middle School:
- Semester 1: 82 days / Semester 2: 87 days

**JANUARY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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27	28	29	30	31		

**FEBRUARY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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**MARCH**

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**APRIL**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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28	29	30				

**MAY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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**JUNE**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Adopted by the Board of Directors 04/18/2018

# ASPEN RIDGE PREPARATORY SCHOOL STUDENT HANDBOOK

## ABOUT OUR SCHOOL

Aspen Ridge Preparatory School is a public K-8 charter school that offers a community of students, teachers, parents and administrators collaborating to traverse a common, shared body of knowledge along the rigorous, content-rich Aspen Ridge Trailways thereby fostering a lifelong love of learning and discovery. Students at Aspen Ridge will engage in rigorous research-based curricula, ongoing assessment, social emotional development and Personal Education Plans as tools for a successful journey to the summit. Aspen Ridge is a place where inquisitive students learn to think independently, participate in and understand an integrated world and develop personal character through individual strengths and interests. At Aspen Ridge, all travelers on this journey recognize scholarship, academic achievement and creativity while respecting each member as a valued individual of great potential and promise.

## Our Mission

We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success.

## The SOAR Philosophy

SOAR is based on the principles of the positive behavior support model that emphasizes the importance of students taking responsibility for, and learning from, their choices. SOAR also integrates the principles of restorative justice and character development. It establishes clear and consistent expectations with meaningful, natural consequences for students when they make choices that are not aligned to our SOAR values. SOAR focuses on character education through the core values:

**Self-Care:** We protect the safety of ourselves and others, and we take care of our bodies, relationships and minds through exercise, nutrition, sleep, gratitude and a positive attitude.

**Ownership:** We take responsibility for our own learning and actions, and we take good care of our school community.

**Academic Attitude:** We love to learn; we do our best, and we don't give up. We take pride in our efforts and appreciate the efforts of others.

**Respect:** We are polite and kind to everyone in our school community. We respect the rights and property of others and use good communication skills.

## SCHOOL HOURS AND VISITOR/VOLUNTEER ENTRY

### School Hours

	<b>Begins</b>	<b>Ends</b>
Grades K – 8 <sup>th</sup>	8:15 am	3:15 pm
Half Day Kindergarten	8:15 am	11:30 am
AM Preschool	8:15 am	11:00 am
PM Preschool	12:15 pm	3:00 pm

**\*For safety and supervision purposes, students should not arrive at ARPS earlier than 7:50 AM unless they are in the Owl’s Nest Before School Program.**

### Office Hours

The school offices are open from 7:45 am to 3:45 pm.

### Teacher Hours and Contact Information

Teacher hours are from 7:45 am to 3:45 pm. Please be respectful of this time frame when planning appointments. Every teacher and staff member is available to you by email which are listed on our website. Teachers are in charge of students during the school day. Please do not interrupt the teachers during this instruction time, particularly in the morning while students are coming in, during lunch and at dismissal. Scheduling a conference will ensure you have a teacher’s full attention and safeguard your privacy. Please feel free to write a note in the student folder, email or set up a conference to communicate with teachers.

### Visitors/Volunteers

All visitors must sign at the office via the Raptor kiosk by presenting a **valid driver’s license** to be scanned. All visitors must have a designated purpose for entering the building. Any items forgotten by students will be delivered by the front office staff according to the student’s classroom schedule to minimize interruptions.

Volunteers are important to the success of ARPS and we are grateful that you are willing to spend your time helping. We welcome the help and support from our Aspen Ridge parents and there are many opportunities to volunteer both in and out of the classroom. We have organized many fundraising and outreach events. Please call the school if you are interested in getting involved.

Volunteers must be at least 18 years of age. Please make other arrangements for younger children when you are volunteering. Students not enrolled at ARPS may not be unsupervised while in the building and must be under constant supervision by their parent/guardian while on campus at all times.

## **OWL'S NEST - BEFORE AND AFTER SCHOOL CARE**

Dates: Aug 17, 2018 – May 23, 2019

Times:        Before Care 6:30 am to 8:00 am  
                  After Care 3:30 pm to 6:00 pm

Fees:         Early Birds Before Care – \$10 per day, includes breakfast at 7:15 am  
                  Power ½ hour Before Care – \$5 for ½ hour only, does not include breakfast  
                  Late Owls After Care – \$15 per day, includes homework time, snack and  
                  enrichment activities. Early release included for no additional fee.  
                  Power Hour After Care - \$5 for one-hour only, does not include snack

Any students that are not picked up by 3:30 pm will be checked in at the Owl's Nest and applicable fees will occur.

Please refer to the APRS Owl's Nest Parent Handbook for additional information.

## **ATTENDANCE POLICIES AND PROCEDURES**

In order to be successful it is critical that students attend school regularly and on time. Poor attendance and excessive tardiness often impact student grades and impede progress.

\*Aspen Ridge follows the attendance criteria set forth by the St. Vrain Valley School District\*

### **Reporting Absences**

Please notify the school office early on the day their child is absent via email ([attendance@aspenridgeprepschool.org](mailto:attendance@aspenridgeprepschool.org)) or phone (720-242-6225). Please be sure to sign in your child in the office if arriving late.

### **Philosophy**

It is Aspen Ridge's intention to encourage all students to have good attendance and to participate in school. This attendance policy is designed to provide guidance and procedure for managing and improving student attendance. In addition, it is recognized that other important factors which impact school attendance include the positive relationships that exist between teachers and their students and the ongoing timely involvement of parents. However, it may become necessary as a last resort to administer interventions when a student's level of absence becomes chronic.

Ultimately the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. ARPS will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

### **Excessive Absences**

Excessive absences are considered missing 10% or more days absent during a Trimester. Steps for excessive absences may include administrative conferences, make-up time, parental contacts, and involvement of district-level prevention/intervention efforts. Aspen Ridge's priority is to ensure the academic and social needs of the student are being met. The administration will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues.

Regardless of grade level, the following actions will be taken to address a student's excessive absences:

**Tier 1** – Teacher contact and/or conference

**Tier 2** – Administrator contact and/or conference

**Tier 3** – Attendance contract and/or district-level involvement and/or intervention efforts

### **Make Up Assignments**

All students are expected to make up school work because of absenteeism. Students with excused absences will be granted a reasonable amount of time to complete make-up work, generally two days for each day absent. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee. *Students with prearranged absences must make arrangements prior to the absence for completing make-up work.*

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning.

Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem.

### **Checking a Student In or Out During the Day**

We hope parents will respect the educational environment and instructional time by limiting disruptions to the day. If a student must be checked in after school starts a parent or guardian must sign them in. Parents are not permitted to walk students to class or to retrieve students from class. Office staff will escort any student to class who needs assistance. Parents needing to check students out early can do so in the front office. Students will not be allowed to leave campus with any adult not listed in Infinite Campus as either a parent/guardian or emergency contact without consent from the parent. Similarly, students may not ride or walk home with another student without written consent from the parent.



## **DAILY DROP OFF, DISMISSAL AND PROCEDURES**

At ARPS safety is everyone's priority, to help ensure a safe, orderly and efficient Driveline please ensure the following:

- Please stay in the designated crosswalks at all times when walking around campus
- Front Driveline and parking lot enter from the West on Austin Ave.
- Back Driveline enter from the East on Austin Ave.
- Actively unload/load in the curbside designated zones
- Pull all the way forward before stopping
- Use the passing lane to exit
- Remain in your vehicle, if you need to get out to assist please find a parking space
- Refrain from cell phone use so your full attention can be focused on keeping student's safe

### **Morning Drop-off Procedures**

Students may be dropped off at school in the staff supervised drop-off zone starting at 7:50 am each day. Student will be outside (weather permitting) until 8:00 am at which time they will head to their classroom to prepare for the day. Staff members are present supervise students and facilitate traffic flow.

For the safety of all of our students, please do not drop your children off at school before 7:50 am unless they are enrolled in the Before Care Program. Any student/s dropped off before 7:50 am who are not supervised by an adult, 18 years or older, will be escorted to the Before Care Program and all applicable fees will be charged to the parents/guardians.

### **Daily Dismissal Procedures**

Students are dismissed at 3:15 pm to either Driveline, walk/ride home or the Owl's Nest After Care program. Students will not be allowed to leave campus with any adult not listed in Infinite Campus as either a parent/guardian or emergency contact without consent from the parent. Similarly, students may not ride or walk home with another student without written consent from the parent.

No student may remain on campus after dismissal unless they are in After Care, participating in a club or other extracurricular activity or receiving extra help from a teacher. Under no circumstances will students be permitted to remain unsupervised on campus.

### **Dropping off Forgotten Items**

Occasionally students forget items at home they will need during the school day. If you bring a forgotten item to school for your child, please drop it off in the main office and we will make sure your child receives it as soon as possible.

### Transportation Changes

Please notify the office of any transportation changes for your student as early as possible. The office phone number is 720-242-6225.

### EARLY RELEASE DAYS

Early Release days are: September 5<sup>th</sup>, October 3<sup>th</sup>, November 7<sup>th</sup>, December 5<sup>th</sup>, February 6<sup>th</sup>, March 6<sup>th</sup>, April 3<sup>rd</sup> and May 1<sup>st</sup> and May 23<sup>rd</sup>. Students will be released at 12:15 pm. These early release days allow our faculty additional time for professional development training. Owl's Nest care is available on these days.

Before Winter Break, Half-day Kindergarteners and Preschoolers who normally attend in the morning will attend their typical morning class and those who typically attend in the afternoon will not attend on early release days. After Winter Break, Morning preschoolers will not attend and afternoon preschoolers will attend in the typical morning class time, 8:45-11:15 March 6<sup>th</sup>, April 3<sup>rd</sup> and May 1<sup>st</sup>.

### STUDENT POLICIES AND PROCEDURES

#### ARPS Uniform Code

Students are expected to be in compliance with the uniform while attending school. Parents will be notified if/when his/her student is out of compliance with the uniform policy.

For the upcoming 2018-2019 school year students will be allowed to wear items allowed under either the previous or updated Uniform Code.

	<b>Previous Uniform Code</b>	<b>Updated Uniform Code (2018/19 and beyond)</b>
Tops	Collared navy, light blue, dark green, pale yellow or white shirts	-Collared black, gray, dark green, yellow or white shirts
Bottoms	-Navy or khaki pants -Navy, khaki or hunter/classic navy plaid dresses, jumpers or skirts	-Navy or khaki pants, skirts, dresses or jumpers

***For the 2019-2020 school year only items from the Updated Uniform Code will be allowed.***

In order to reward students for being in compliance with the uniform code and its standards, students will be eligible to participate in casual, "dress down days" on Early Release days. The dress code for these casual days is also described in the uniform policy. Students will be able to wear dress down to school for a small donation of \$1. Please pay with cash or check to ARPS. Your child's teacher will collect the donation and you may choose to pay for a month or the entire year at a time

*Note: There are no refunds if paying in advance. These funds support the school mission and vision.*

### Uniform Code Exemptions:

- Students are required to wear their school shirt for field trips, field day, fun run and the school picnic.
- Dress Up days - Thankful luncheon and Valentine's Day
- Wear green on St. Patrick's Day
- Wear professional sports team colors or jerseys for opening day and championship games for Colorado professional sports teams.
- On game days for ARPS sports teams the team members can wear their jersey

### **Student Uniform Standards**

**All students** are expected to come to school in a clean, properly-fitting uniform each morning. The uniform is to be worn properly until the student leaves school grounds. Students are also expected to wear proper uniforms on field trips away from school grounds. Clothing will not be worn that causes or is likely to cause disruption of the educational process. School sponsored activities, including band and choir, and special events may have specific guidelines concerning appropriate dress.

#### **Tops**

Shirts, sweatshirts, and sweaters must be a solid color. The Aspen Ridge Preparatory School logo is the only acceptable logo and it must be embroidered on the upper left of the shirt.

#### **Bottoms**

- Pants and shorts must be a solid color of khaki (tan) or navy blue and have a flat or pleated front; they may not have any visible logos. Painter's pants, cargo pants, sweatpants, and/or nylon warm-ups are not allowed. Shorts must be knee length or longer. Denim may be worn on designated dress down days only, and must be free of any holes or tears.
- Skirts and dresses must be a solid color of khaki (tan), navy blue, or a blue/green plaid, and free of logos. They must be knee length or longer but may not touch the ground. Spandex may be worn under skirts during cooler weather.
- Tightly fitting shorts/pants or skirts are not allowed at any time.

**Hats, sunglasses, purses and handbags** may only be worn or seen before or after school hours and should not be used during class. Hats include visors, scarves and bandannas.

**Outerwear and boots** that are worn for warmth to and from school and at outside recess should be stored in lockers, cubbies, or hooks during school hours.

**Shoes** must be as specified, in a matching pair, and are required at all times during the school day. Non-marking soles are preferred to keep our floors and buildings clean. Beach shoes, Crocs, shoes with wheels, open toed shoes, open heeled shoes, and shoes with taller heels are not allowed, as they can be dangerous on the playgrounds, during PE, and moving to and from the school buildings.

**Hair** must be clean, neat, and styled traditionally. Natural colored hair is preferred and radical hairstyles that may cause disruption to the school day (i.e. Mohawks or designs cut into the hair) are to be avoided.

**Makeup** must look natural, and nails should be cleaned and groomed. Modest jewelry is allowed, with the regards to safety considered first. Hoop earrings, multiple necklaces or bracelets, that may get caught on other objects, should be avoided. Objects that have a purpose other than jewelry cannot be worn as jewelry (i.e. bicycle chains or collars).

Any apparel (including clothing, jewelry, or a style of grooming) that interferes with or endangers self or others while participating in school or school sponsored activities is not allowed.

**Exemptions** with respect to the uniform standards are made at the discretion of the Administration, or his/her designee, including items not specifically referred to in the above policy but are considered inappropriate, unsafe or a distraction from the learning environment.

**Compliance** with the dress code is mandatory. Consequences for noncompliance of uniform standards:

- 1<sup>st</sup> Offense: Parents will be notified via email or through communication logs by classroom teacher.
- 2<sup>nd</sup> Offense: Parents will be called and asked to bring a change of clothes that follows the uniform policy.
- 3<sup>rd</sup> Offense: Parents will be called; asked to bring in a change of clothes, and student will not be allowed to return to their classroom until in compliance.
- 4<sup>th</sup> Offense: Parents will be called; asked to bring in a change of clothes, student will not be allowed to return to their classroom until in compliance, and student will lose their privilege of “dress down day” at the discretion of administration.
- 5<sup>th</sup> Offense: Parents will be called; asked to bring in a change of clothes, student will not be allowed to return to their classroom until in compliance, student will lose their privilege of “dress down day” at the discretion of administration, and the compilation of time spent out of the office will be made-up in after school detention.

## **Internet and Technology Policies**

Aspen Ridge Preparatory School offers access to technology and internet to support the vision and mission of the school and to expand learning opportunities. In order to provide access to the tools and equipment essential to teaching and learning, it is important to outline the responsibilities of the school, teachers and students, as well as the rights of parents. (Please refer to the School Internet Use Policy and Acceptable Use Policy) Students and parents are required to sign an acceptable use policy before accessing school networks and computers.

## **Electronic Devices and Cell Phones at School**

Students are permitted to bring their cell phones to school, as long as they remain turned off and out of sight while on campus. If a student needs a phone while on campus, they may use the phone located in the main office. If a student has a phone out on campus it will be confiscated by a staff member and be available for return to a parent only. Cell phones are not permitted to be used on campus. Use of cellular service to access the internet or bypass the content filters is prohibited.

Students at ARPS are not permitted to bring any electronic devices to school such as iPods, MP3 players, beepers/pagers, two-way radios, cd players, etc. without written permission from a teacher or administrator. Any non-permitted items out during the school day will be confiscated and returned only to a parent.

## **STUDENT FEES**

A student fee is standard for most charter schools, especially once they have grown and succeeded beyond the initial federal start-up grant, as we have.

The student fee will be \$150 per student. This fee should be paid in full by August 31<sup>st</sup>, 2018. Families with multiple children enrolled will only pay for the first two children, setting the maximum per-family cost at \$300.

The fee will be used for costs pertaining to curriculum, consumables, field trips and t-shirts. It will also allow students to have access to new Internet tools and assessments. Please view the student fee document on our website to see the itemized breakdown of the fees per grade. You will also find information about discounted rates for families who qualify.

## **TUITION**

Kindergarten tuition is due on the 1st of every month and is considered late on the 11th calendar day of every month. The first tuition payment is due on the first day of class for the new school year and the last tuition payment is due May 1st. If tuition is not received by the end of the month, your child's spot in the program will be made available to the waitlist. Payments for tuition can be made online, or, if paying by check, please mail to the school or drop off at the front office. If you would like to be considered for tuition assistance based on financial need, please contact the Aspen Ridge Business Office for the appropriate application process. Student accounts need to be current or a payment agreement in place before enrolling for an upcoming year.

Tuition is based on an annual rate and paid in monthly installments. Discounts are available to families who qualify for the Free or Reduced Lunch Program.

2018-2019 Tuition Rate

\$3,397/year (August Tuition = \$157, Sept-May Tuition = \$360/month)

### **Preschool Tuition Rates**

Aspen Ridge offers a tuition based preschool program for 3 and 4-year-old students. The monthly tuition rates and detailed information is located in the Preschool Handbook.

### **SCHOOL LUNCHES**

#### **Meal Price**

The ARPS Cafeteria serves hot lunch daily provided through St. Vrain Valley Nutritional Services. Meals at ARPS follow all dietary guidelines of the Federal School Lunch Program. Menus and payments can be made via <http://stvrainnutrition.org>. Free and Reduced-price meals are available for students whose families qualify for the program. Forms for Free and Reduced lunches are available in the front office.

#### **Parents Joining for Lunch**

Parents are always welcome to join us for lunch. If you wish to purchase an adult lunch, you will need to notify the school by 9:00 am on the day you will be joining us so that we can include you in our lunch count.

### **OTHER INFORMATION**

#### **Change of Contact Information**

Please inform the main office of any change in address, telephone number and/or emergency number. This will enable us to contact parents in a timely manner. In cases of joint custody, the primary contact parent listed is expected to share student/school information with the other parent. The parents should provide the school with a written request if both parents' request mailings. If a court order is in effect, it is the parent's responsibility to provide the school's administration with a copy of the order in a timely manner.

### **Lost/Damaged Textbooks/Library Books**

If a student loses or damages a book during the year, he/she will have to pay the price of replacement for another book. Additionally, at the end of the year, any assigned textbooks will be examined. If they show more than normal “wear and tear,” students will be asked to pay an additional amount to cover the replacement costs.

### **Lost and Found**

Please help us by clearly labeling the student’s name on all personal items. Items found around the school will be placed in the lost and found area. Items not claimed will be donated at the end of each trimester.

### **Clothing for Outdoor Activities**

Children are outside before school and/or during recess on those days deemed to be outside days (temperature must be at or above 20 degrees Fahrenheit including the wind chill effect). Only those children having doctor’s orders will be permitted to stay in for any extended period of time.

School Administrative staff may make exceptions due to air quality and individual student health concerns. Please be sure that your child comes to school properly clothed for outside conditions. This includes ensuring your children have proper winter coats/boots/gloves/hats and also a change of indoor shoes for the classroom during the winter months.

### **Snacks**

Students are allowed to bring snacks. It is not the responsibility of the teacher to ensure students have snacks and the school does not supply such snacks. Please be sure to provide a healthy snack for your child to prepare them to succeed.

### **Fidgets**

Fidgets are allowed as long as they are noiseless and do not create a distraction. Electronic and sticky fidgets are not permitted. Staff reserve the right to remove or restrict fidgets if they become a distraction.

### **Birthdays, Parties and Treats**

Aspen Ridge Preparatory School recognizes that birthdays are a special day for our students and families. We must also ensure that celebrations do not disrupt the learning process and promote healthy choices. Frequent birthday celebrations with cookies, cupcakes and other sweets are not in alignment with healthy choices. In an effort to positively influence students’ habits we strongly suggest that if food is shared for birthdays and holiday celebrations it will consist of healthy food and vegetable choices. Please coordinate with the classroom teacher.

Students also have the option of celebrating their birthday by purchasing and donating a book to

our library. A commemorative tag with the child's name will be placed in the front of this book and it will become a part of the permanent library collection

School parties are kept to a minimum. The teacher, with the help of parent volunteers, arrange the parties. The parties last up to one hour. If you have objections to your child participating in any aspect of these parties, please contact the teacher for special arrangements. No food or drinks will be allowed at these parties, please plan fun and engaging activities.

## **DISCIPLINE POLICY AND CODE OF CONDUCT**

ARPS believes in approaching challenges with confidence and assisting others in our community while learning and growing together on the trail of success. We expect students have ownership in their educational experience. Teachers and parents will collaborate and support each other to provide students with the tools and skills to have positive educational experience. The goal of these policies is to help students understand and develop positive behaviors.

The discipline policy and code of conduct is built upon of the following mainstays:

- Prevention through school wide positive behavior supports and restorative practices
- Dignity and respect for all involved
- Fair and consistent responses to harmful and unacceptable behaviors
- Restoration and resolution through empathy, forgiveness and conflict resolution

While misconduct is not acceptable we believe that all behavior has meaning and provides us with teachable opportunities. In the event of misconduct, we will provide students the support they need to repair the harm they caused while earning forgiveness and restoring their reputation. Consequences for misconduct can vary greatly depending upon how the behavior impacts the learning environment, community or safety of other students. The use of restorative justice practices may be used in place of other consequences to help repair the harm for less harmful misconduct. For significant misconduct which may result in severely harm others, other mandated approached such as suspension or expulsion may be enforced.

When dealing with misconduct ARPS believes we must support the following areas:

**The student:** we teach and empower students to repair the harm caused to others, self and the community. We support them in making amends, making better choices in the future and restoring their reputation as a valuable member of our community.

**Those who were impacted:** we protect their safety, property and learning opportunities to success in an environment that is free from distractions. We empower them to have a voice in the outcome.

**The community:** We recognize misconduct impacts the community as a whole and view the community as a stakeholder and resource for this person.

## **Code of Conduct**



Students are expected to conduct themselves appropriately and display appropriate behavior while on campus. Teachers will communicate with parents/guardians if their student displays habitually disruptive behavior. Parents/Guardians may be asked to remove their student from school if at any point school safety is compromised. Our policy is designed to help students understand and develop positive behavior patterns.

All procedures outlined in this Code of Student Conduct apply to all students on campus. The Code of Student Conduct contains a list of specific grounds for disciplinary actions.

### **Grounds for Disciplinary Action**

It should be pointed out that this list is not all-inclusive and, as such, a student committing an act of misconduct not listed above will nevertheless be subject to the discretionary authority of the principal or his/her designee. Certain actions may require the involvement of law enforcement agencies.

- Conduct that deprives others of opportunities to learn or otherwise interrupts the instructional process.
- General school or classroom disruptions (misconduct that is detrimental to the ongoing process of education).
- Failure to comply with ARPS uniform standards and dress code.
- Tardiness, skipping and truancy.
- Disobedience or disrespect toward school staff or officials.
- Use of profane or obscene language.
- Gambling, fighting, extortion or stealing.
- Possession and/or use of: tobacco products\*; alcoholic beverages; controlled substances (drugs); counterfeit controlled substances; inhalants; or drug paraphernalia; or weapons.
- Possession and/or use of: electronic communication devices (cellular telephones, pagers, beepers, etc.).
- Threatening students or school staff.
- Defacing school property (vandalism).
- Violence or threats of violence against other students or school personnel.
- Violation of policies related to the prohibition of discrimination and sexual harassment.
- Making a bomb threat.

### **Disciplinary Action—General information**

In the application of disciplinary actions, it is important to note that students have the right to:

- Know what the charges are against them.
- Give an explanation in their own defense.
- Be informed of the discipline they will receive from the misconduct or violations of the Code of Conduct.

All formal disciplinary actions by a teacher and/or an administrator will be documented. Informal disciplinary actions may be documented at the discretion of the teacher and/or administrator.

### **Informal Disciplinary Actions**

Teachers and administrators strive to use a variety of informal disciplinary steps prior to formal disciplinary action. Of course, it must be understood that the type of disciplinary action taken depends greatly upon the offense committed.

Students are expected to take responsibility their own actions and behavior. They are expected to respond immediately to teachers' corrections and take steps to control themselves.

In most cases students' conduct improves dramatically after the teacher contacts the family. In the event that a student continues to misbehave, the next steps may include:

- Reflection assignment designed to cause the student to reflect on his/her misconduct, learning about the impact of the incident and prevent it from happening again.
- Work assignment requiring the student to perform service work related to his/her misconduct
- A conference between the student, parents, teachers and if needed administration. The conference is top gain a better understanding of the incident and behavior, the impact or harm it caused and to create an action plan with agreements for the next steps.

NOTE: Severe or repeated misconduct will result in immediate attention from school administration.

### **Formal Disciplinary Action**

In the event that informal classroom interventions do not correct misbehavior, or in the case of serious misconduct, formal disciplinary action by school administrators may be taken. Such actions may include, but are not limited to:

- Problem Solving Report Form & Agreement
- A parent-teacher conference
- Suspension
- Expulsion
- Behavior agreement based on the ARPS Enrollment Agreement

### **Out-of-School Suspension**

A principal may suspend a pupil for serious breach of conduct. Suspension offenses include, but are not limited to, the following:

1. Possession and/or use of or under the influence of alcoholic beverages, controlled substances (drugs), counterfeit controlled substances, inhalants or drug paraphernalia. \*
2. Possession or use of a weapon. \*
3. Violence against school personnel or other students. \*
4. Violation of policies prohibiting discrimination and sexual harassment. \*
5. Violation of transportation policies. \*

6. Making of a destructive device/bomb threat. \*
7. Possession of electronic communication devices (cell telephones, pagers, beepers).
8. Willful disobedience.
9. Open defiance of authority.
10. Use of profane or obscene language.
11. Possession or use of tobacco products.
12. Disruptive behavior on school grounds or property that interrupts the learning/instructional process.

**Special Notes:**

In accordance with Board Policy and state law, certain offenses or repeat offenses may also warrant a recommendation for removal. It should be pointed out, however, that this list is not all-inclusive and as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal and/or designee.

\* Committing offenses #1-6 mentioned above may also result in criminal penalties. Administration may suspend a student for up to five school days for grounds 7-12 listed above and may suspend a student for up to ten school days for grounds 1-6 listed above. An appearance by the parents and student with the Principal is required before the student may return to school.

No suspension shall be imposed by the principal for more than ten (10) days for any offense, unless the suspension period expires before the next regular or special meeting of the ARPS Board or when Board action on a recommendation for dismissal of the student is pending.

If a student is suspended out of school, the school must notify parents in writing (and, if possible, by phone) stating the reason for suspension, the length of suspension and the date the student may return to school. A copy of the suspension letter is kept in the student's disciplinary folder.

Any student who is under suspension, recommendation for dismissal, recommended for expulsion or expelled shall not be allowed to attend any school-sponsored activity or function, nor shall be allowed on school property for the duration of the suspension, dismissal or expulsion.

**Removal by Teacher**

A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

**Behavior Agreement**

Students who demonstrate a pattern of misconduct and discipline infractions may be placed on a behavior agreement that specifies conduct which will result in a recommendation that the student be dismissed from ARPS. Such agreements are developed in partnership with the ARPS administration, teachers, the student and his/her parents.

## **Bullying Policy and Procedure**

Bullying is any unwanted and harmful verbal, physical, psychological, social or electronic act committed by an individual or group that meets the following criteria:

- Targeted at one or more students
- Interferes with the educational opportunity, benefits or programs of one or more students
- Involves a real or perceived power imbalance
- Repetition of the behavior over time

Such behavior is considered bullying whether it takes place on or off school property or at any school sponsored events. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of all students, staff and parents to provide positive examples for student behavior. When addressing bullying behavior, it is important to balance the needs of victims, offenders and our community.

### **Bullying Procedure**

ARPS believes we must show respect and support for all students, teachers and staff. The procedure and consequences below will be utilized in regards to bullying behaviors as defined above. For each incident a Problem Solving Form will be completed.

#### First Incident:

- The parents of the parties involved will be contacted.
- An investigation of the alleged behavior will be conducted by a teacher and/or administrator.
- Targeted student receives support and may choose to participate in the Restorative process.
- Alleged perpetrator receives mediation through the Restorative Process.

#### Second Incident:

- Meeting with appropriate parties which will include the teacher, counselor, parents and administration.
- Targeted student receives support and may choose to participate in the Restorative process.
- Alleged perpetrator receives mediation through the Restorative Process.

#### Third Incident:

- If there is no resolution, the targeted student is to inform an administrator, who will provide further support through arbitration.
- Separation of the parties involved.
- Alleged perpetrator will receive further mediation support and an additional Problem Solving Report form will be completed.

#### Fourth Incident:

- Any student who continues bullying behavior after these steps will be consequently suspended or expelled based on the recommendation of the administration and in compliance with the St. Vrain Valley School District Special Education department.

## **STUDENT ILLNESS AND MEDICATION**

### **Student Illness**

We want every child here, every day they are not contagious and are able to learn. Student who come to the health office having vomited or with a fever of 100 will be sent home. . Per ARPS policy, students may not return to school until 24 hours have passed since the last occurrence of vomiting OR diarrhea OR fever 100 or higher without medication.

**Students who return to school prior to the 24-hour timeline will be sent home.**

Aspen Ridge Preparatory School will attempt to call parents/guardians to come and pick up a child if he/she becomes ill during the school day. Please be sure to keep the emergency information current as changes occur

### **Medication**

According to state law, students may not bring medication of any kind to school, including all over-the-counter medications. If a student needs medication at school, parents must transport the medication to school, submit a Permission for Medication form with a physician's signature and leave the medication in the possession of the school health clerk, who will keep it in locked storage.

The following guidelines apply for all medications, both prescription and over-the-counter.

- Will be given with the parent or guardian's written permission.
- Will be given only on the written authorization of the physician. The pharmacy labeled bottle cannot be used as the physician's written authorization. The authorization must include the name of the child, name of medication, dosage, frequency of administration, the name and phone number of the doctor that prescribed the medication and the parent's name, signature and emergency phone number. The medicine must be labeled with the student's name, name of the medication, dosage and time to be given. The health clerk will dispense the medication according to the direction of the doctor or parent. If the health clerk is not available, then other school staff may dispense the medication. The health clerk office does not provide any medications other than that brought in by the parents.
- Will be provided by the parent in an individual pharmacy labeled container for the student who is to receive it.
- Will be recorded by office personnel. This record states student's name, medication, dosage, time taken and the name of person assisting the student.
- Students are not permitted to have any kind of medication in their possession at any time in school, on school transportation or at a school sponsored event. The only exception is for medication that the student has written physician authorization on file to self-carry as described by state policy C.R.S. 22-1-119.3.
- If a parent or guardian provides written authorization to administer medication to their child, they understand that Aspen Ridge Preparatory School and/or any staff member is not responsible or liable for any and all problems resulting from the medication or the administration of the medication. The parent or guardian remains legally responsible for all medication/s administered to their child or taken by their child. Under no circumstances will a teacher or other school staff administer the first dosage of a new medication.

## **Individualized Health Plans**

For certain medical conditions, the parents must submit to the school a completed IHP plan. An IHP clearly states a detailed description of the condition, symptoms of the condition and a detailed school management plan as to how to care for your student at school with this condition. This document must be signed by a physician. For example, an IHP would be submitted for a student with diabetes, asthma, severe allergies, chronic heart conditions, etc.

## **Head Lice**

In accordance with The American Academy of Pediatrics, National Association of School Nurses and the CDC, Aspen Ridge aligns with the St. Vrain Valley School District and does not have a “No Nit Policy”. Management should not disrupt the educational process; head lice can be a nuisance but they have not been shown to spread disease.

School Procedure:

1. Cases of suspected head lice are brought to the attention of the school health clerk by either the classroom teacher or parents.
2. The health clerk will check the student(s).
3. Grade level and school wide head checks are not routinely done, however siblings and students with close contact to an affected student will be checked.
4. Parents of students with live lice and/or nits are immediately notified so treatment can be started.
5. Treatments for head lice include both over-the-counter products and prescription products. Parents are encouraged to follow directions on the manufacturer’s package. Hair combing with a nit comb to manually remove nits is highly recommended.
6. Upon re-admission to school, the student is checked to ensure proper treatment has begun.
  - If live lice and/or nits are seen, parent will be contacted for ongoing treatment recommendations.
  - The affected students will be re-checked according to CDC recommendations.
  - Continued checks are no longer necessary once a student has 2 negative checks.These steps are intended to be the standard course of action. Administrators at an individual campus may institute additional measures to meet the needs of their student body.

## **GRADING PERIODS AND HOMEWORK**

### **Report Cards**

Aspen Ridge’s elementary academic calendar is divided into three trimesters for K-5 and two semesters for Middle School. Report cards will be available electronically via the Infinite Campus Parent Portal. It is the parent or guardian’s responsibility to set up a login account on Infinite Campus. A paper copy of the report card will be provided only if specifically requested. Report cards will reflect your student’s progress on Aspen Ridge and the state’s standards/curriculum. Teachers will notify parents of any child having academic difficulties. We believe that it is important to keep parents informed of each child’s academic progress.

## **Homework**

Teachers may assign homework appropriate to their instructional or grade level. Homework is intended to reinforce and extend concepts. Encourage your child to complete their work both at home and at school. Discussing homework with your child helps to develop a positive attitude about learning, especially when learning something new or difficult.

## **CLASSROOM PLACEMENT PROCEDURES**

It is our goal at Aspen Ridge Preparatory School to balance classrooms based on students' academic and social/character achievements and needs. Teachers collaboratively review parent input, student learning styles, student interests and family/student learning goals. Decisions regarding student room assignments will be made collaboratively among the teachers and the principals. Final classroom assignments are posted in August.

## **PARENTAL CODE OF CONDUCT**

The ARPS community is built on a desire to provide our children with an excellent education in a friendly community. Parents are one of the most influential role models in a child's life, and one of the best ways for a parent to teach is to lead by example. Accordingly, Aspen Ridge Preparatory School expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- When visiting or volunteering in the school, parents should observe all the rules of the school, including signing in at the office.
- If a parent has questions or issues relating to the classroom or a class, they should first be addressed to the staff member in question. Parents are requested to set up a conference where their concerns can be discussed.
- All communications on school grounds, during school events and/or regarding issues with other parents, school staff members or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening or abusive behavior, cursing, foul language and remarks that are derogatory, inflammatory or accusatory are not acceptable means of communication, whether face to face, in email, text or voicemail. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides to an argument. Problems should not be casually discussed with other parents at school, but should be dealt with one on one with the person or persons with whom the parent has an issue.

**APPENDIX**

Student Internet Use Policy

Acceptable Use Policy



### Student Internet Use Policy

Aspen Ridge Preparatory School offers students access to computers and the Internet to support the vision and mission of the school and to expand learning opportunities. In order to provide access to the tools and equipment essential to teaching and learning, it is important to outline the responsibilities of the school, teachers, and students, as well as the rights of parents.

#### Responsibilities of Aspen Ridge:

1. Aspen Ridge will provide access to Internet information resources in the classrooms, library, and/or computer lab.
2. Aspen Ridge will utilize Internet content filtering software to protect students from accessing sites that are inappropriate or pose a risk to their emotional and physical safety.
3. Aspen Ridge will supervise student computer use, but cannot provide one-to-one monitoring of student use at all times.
4. Aspen Ridge cannot assure the rights of privacy on school computer systems. Browsing history, email communications and/or student files may be seen by other students or staff.
5. Administrators will take appropriate disciplinary action in accordance with the Student Discipline Policy when students misuse Internet resources.

#### Responsibilities of teachers:

1. Teachers will teach proper techniques and standards for use of Internet.
2. Teachers will guide student access to appropriate areas of the Internet.
3. Teachers will allow student access to Internet for educational purposes only; educational purposes should be outlined in classroom lesson plans.
4. Teachers will monitor student Internet use to the best of their ability.
5. Teachers will report any misuse of Internet resources by students to school administrators.

#### Rights and Responsibilities of parents:

1. Parents have the right to view the contents of their student's computer files as they would any student file and student work.
2. Parents have the right to remove their child from classroom Internet activities.
3. Parents will sign the Student Internet Use Guidelines and share with their children the guidelines.

#### Responsibilities of students:

1. Students will use Internet resources in a responsible, respectful, ethical, and legal manner.
2. Students will use Internet resources to support learning through communication, research, information storage and retrieval.
3. Students will not violate any provisions of the Student Discipline Policy through use of the Internet. Students who violate the policy are subject to consequences outlined in the policy.
4. Students will sign and adhere to the Student Internet Use Guidelines.

Adopted November 20, 2013

## Acceptable Use Policy

### **Aspen Ridge Preparatory School Acceptable Use Policy 2018-2019 School Year**

Aspen Ridge is deeply committed to technology as a vital tool for its students, teachers, and parents. The purpose of this document is to inform parents, guardians and students of the rules governing the use of school, building and personal technology resources/devices. Use of these technologies is a privilege and is subject to a variety of terms and conditions. Aspen Ridge retains the right to change such terms and conditions at any time.

Each user is responsible for her/his use of technology and must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or otherwise inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or otherwise inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

As a digital citizen, I understand:

- Device are to be used for educational and school related purposes.
- Some things from the Internet I read may not be true.
- Cyberbullying is a violation of Aspen Ridge's school policies and if caught doing it I can be subject to school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.
- The network and devices belong to Aspen Ridge and that using them is a privilege, not a right.

- I may not create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.
- My parents are encouraged to monitor my Internet activity.
- Content filtering tools are not completely failsafe and while at school, direct supervision by school personnel of each student using a device is desired but not always possible.
- That things I do using a school device or network are not private; even when generated on my personal device. Teachers and staff may review my work and activities at any time.

Aspen Ridge is committed to the use of technology as a vital tool for students. As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and to follow SOAR expectations.

<b>Technology SOAR Matrix</b>	
<b>Self Care</b>	Follow all school, district and technology guidelines. Access only safe and acceptable digital resources. Maintain a safe and secure environment by protecting your device, files, and passwords at all times.
<b>Ownership</b>	Use your device responsibly and for academic work only. Produce your own unique work with honesty and integrity. Apply your best effort and best quality. Understand that anything I do online or electronically is not private and can be monitored. Maintain a safe and positive digital footprint and do not share personal information about self, family, friends or faculty.
<b>Academic Attitude</b>	Accept, acknowledge, and honor each other's differences. Support and encourage others and respond thoughtfully to opinions and ideas of others. Celebrate other students' creative efforts Interact with others in a mature and civil manner by using thoughtful and appropriate language at all times.
<b>Respect</b>	Respect all copyright and give proper credit to others' work. Respect others' personal privacy and personal devices. Take care of all devices and equipment. Report misuse and/or inappropriate content to my teachers or adults.

As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Aspen Ridge Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior.

By signing this contract, I agree to this acceptable use policy. I understand that my privileges to bring and use my device at school may be revoked at any time. I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Aspen Ridge Technology Values both online, offline, at school and at home. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

I have read the Acceptable Use Policy and agree to follow these rules and guidelines when using technology. This applies while I am at Aspen Ridge as well as when I am off campus.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name/Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_