



# **HERITAGE HEIGHTS ACADEMY**

## **Student and Family Handbook**

**SCHOOL YEAR**

**2017-2018**

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**Attachments**

- Attachment A: Uniform Policy
- Attachment B: Traffic Pattern
- Attachment C: FERPA
- Attachment D: Professional Qualifications Letter
- Attachment E: Tentative School Calendar

*All policies in the handbook have been approved by the HHA Board of Directors.*

## **HERITAGE HEIGHTS ACADEMY MISSION**

The mission of Heritage Heights Academy is to provide an educational choice that challenges all learners to achieve individual academic success, develop a strong character, and learn to be contributing citizens. Heritage Heights Academy is dedicated to developing meaningful partnerships between parents, teachers, and the community to ensure the success of all students.

## **HERITAGE HEIGHTS ACADEMY VISION**

The vision of Heritage Heights Academy is to develop successful scholars, critical thinkers, and lifelong learners acquired from a Core Knowledge education. Heritage Heights Academy students will thrive as contributing members of our local and global community.

## **A MESSAGE FROM OUR PRINCIPAL**

Dear Heritage Heights Academy Parents,

My name is Natalia Miller-Forrest. I am eager to lead and have you join us as we begin the process of opening our school!

My role as the principal is to help Heritage Heights Academy instill a culture and environment where children and staff are energized and excited to come to school each day. Our school culture is that of excellent character from our students and staff enabling children to feel safe at school to focus on becoming scholars.

You may be interested in a few facts about my qualifications. I earned my Master's Degree in Educational Leadership in 2014. I have been an administrator in a charter school in Grand Junction, Colorado for four years serving as the Dean of Students which is similar to a Principal. I have taught for over eleven years in first and third grades and high school. I am well versed in Core Knowledge, Riggs and Singapore Math. I am a mother of four children who have all attended a charter school.

Our students have a vast capacity for learning. They will make great contributions in our world. Heritage Heights Academy will help them to be critical thinkers and lifelong learners.

I look forward to meeting all of you. This first year of our school will bring us challenges and excitement. I hope you are as eager as I am for the first day of school at Heritage Heights Academy!

Sincerely,

Natalia Miller-Forrest

## **HERITAGE HEIGHTS ACADEMY BOARD OF DIRECTORS**

The Heritage Heights Academy (hereinafter HHA) Board of Directors oversees the educational and operational policies of the school to ensure continued adherence to the vision and mission. The implementation of policies and procedures and daily operations are the responsibility of Heritage Heights Academy’s administrative personnel. The HHA Board of Directors meets to discuss school operations. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed. Requests, concerns, and information may be offered by parents, students, and teachers during the scheduled community comment times at the HHA Board of Directors’ meetings. **All other spoken comments must be presented in writing to the HHA Board of Directors president one week prior to the HHA Board of Directors’ meeting in order for them to be accurately reflected in the HHA Board of Directors agenda. These requests will be considered by the BOD Chair may or may not be included on the agenda.** All meetings are open to the public, and your attendance is not only welcomed but also encouraged. Meeting agendas are posted at least 24 hours in advance on the HHA school website and the HHA Facebook page. For issues involving personnel, contracts, or other sensitive matters, the HHA Board of Directors holds executive sessions prior to the regularly scheduled HHA Board of Directors meeting according to the Colorado Open Meetings or “Sunshine Law.” The lengthy documents regarding the curriculum and operation of the school (Charter and Amendments) and governance documents are available on our website.

### **ADMINISTRATION**

Principal – Natalia Miller-Forrest

## INTRODUCTION

The Heritage Heights Academy (“HHA”) Student and Family Handbook contains a summary of the expectations, policies, and procedures that guide our school. **Students and parents are responsible for knowing and following all school policies and procedures, even if they are not included in this handbook.** The policies contained in this handbook are intended to be a guide for behaviors and expectations in our school environment and are not all-inclusive. The rules in this handbook are subject to interpretation and modification by the school administration and faculty as needed to promote an efficient and safe learning environment for students. Students and parents will be notified of any material changes to the contents of this handbook.

## ACADEMIC PROGRAM POLICIES

### Academic Program Policy 1.0: Educational Priorities

At HHA, the Core Knowledge Sequence will be followed in Language Arts, Mathematics, Science, History & Geography, Music, and Visual Arts. The school may align topics in some subjects to meet or exceed Colorado Academic Standards. Other subject areas will mirror Colorado Academic Standards. The Core Knowledge Coach/Lead Teacher will train teachers in best practices for aligning the school’s curriculum with Colorado Academic Standards, and may be guided by the “Core Knowledge Alignment to the new revised Colorado Content Standards.”

The HHA Board of Directors has decided upon the following educational priorities:

- English Language Arts, including instruction in phonics, spelling, language usage and handwriting;
- Mathematics;
- Science, including Life Science, Earth Science, Physical Science and science biographies;
- History and Economics, including Work History, American History and geography;
- Computer Technology; and
- Electives and Special Classes, including music, visual arts, physical education and world languages.

### Academic Program Policy 2.0: Special Events and Field Trips

#### Academic Program Policy 2.01: Special Events – Parties

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event or party must be approved by the Principal **prior** to its occurrence. Approval for one year does not carry over to the next.

#### Academic Program Policy 2.02: Special Events – Guest Speakers

Guest speakers utilized during the school day must speak on topics covered in the course or grade. If possible, the students should be in process of studying the topic to be presented. The Principal must approve Guest Speakers **prior** to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next. The Principal must screen Guest speakers who cover controversial topics. The screening may include an interview of the guest by the Principal or administrative designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations and understand that the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

#### Academic Program Policy 2.03: Special Events – Field Trips

Field trips must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. The Principal must approve field trips a minimum of 2 weeks **prior** to planning. The teacher must submit the Field Trip Approval Form to the Principal and obtain a signed approval prior to notifying students, parents, and front office of the event. The business office must review and sign the Field Trip Approval Form to verify costs and cost estimates prior to notifying students, parents, and front office of the event. A permission slip signed by the parent/guardian of each student must be obtained prior to occurrence of the field trip. Whenever parents are driving, each driver must complete the Volunteer Fieldtrip Driver Application which includes submitting a copy of his/her driver's license, vehicle registration, and proof of insurance a minimum of 1 week in advance. Teachers must adhere to these guidelines:

- The chaperone to student ratio must be a minimum of 1:10.
- Chaperones must submit a copy of their current driver's license, proof of auto insurance and present identification to be cleared in the Raptor System..
- The following must be completed and submitted to the business office prior to the event:
  - Document of Rules, signed by students;
  - Document of Responsibilities, signed by chaperones;
  - Established Discipline Policy; and
  - Written Emergency/Accident Procedures.

If any of the aforementioned criteria are not met, the field trip will be canceled. The Principal will meet with the field trip sponsor a minimum of three (3) days in advance of the trip to verify the completion of the requirements. If the trip is canceled due to violation of the field trip policy, the school will refund the students. Extended field trips will follow HHA guidelines and must be approved by the HHA Board of Directors.

The Principal may deem a student ineligible for off-campus field trips based on misconduct.

#### Academic Program Policy 2.03: Special Events – Field Trips with Overnight Stays

All extended field trips require specific HHA Board of Directors approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have

the approval of the Principal. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants.

HHA Guidelines for Extended Field Trips (including overnight extra-curricular events):

1. All extended field trips shall meet the following HHA criteria for approval:
  - Field trips are for the educational enhancement of HHA students. Field trips shall be directly related to a course or area of study in accordance with established curriculum guidelines and shall be based upon clearly stated, educationally related objectives.
  - All HHA policies that have not been waived by HHA apply to extended field trips, and teacher and student behavior must be followed. The field trip sponsor should contact the Principal or his/her designee to receive a current list of all applicable policies.
  
2. A teacher who wishes to sponsor an extended field trip should follow the steps outlined below.
  - The trip sponsor(s) shall notify the Principal of the desire to plan and conduct an extended field trip. After the Principal gives approval to plan the trip; the sponsor shall complete a Preliminary Field Trip Approval form, submit a proposed itinerary/budget and have it signed by the Principal. After an approval signature has been obtained, the sponsor(s) shall prepare a detailed proposal to conduct an extended field trip, which shall include the following:
    1. An outline of course or subject area goals to which the tour is complementary;
    2. Trip goals for students;
    3. The manner in which the instruction is to be provided;
    4. Instructional materials to be utilized;
    5. An itinerary with proposed dates; and
    6. A preliminary list of adult chaperones and other arrangements for supervision.
  - At least ninety days prior to the field trip, the trip sponsor will submit the signed Preliminary Field Trip Approval form, the detailed proposal for the field trip, and estimated cost as an agenda item to be reviewed by the HHA Board of Directors for final approval. Extended Field Trips to foreign countries will be presented no later than 180 days prior to the trip.
  - Selection of travel agencies and carriers shall be made by the trip sponsor(s) and shall be approved by the Principal on the Preliminary Field Trip Approval form. Only commercial means of transportation (e.g., bus companies, airlines, etc.) may be used for extended field trips. Parents are responsible for travel to and from the point of departure unless other arrangements have been made.
  - Overnight trips may be exclusive to all males or all females when only one sponsor is available for the trip. In trips where male and female students attend, both an adult male and female sponsor shall be required. In selecting adult chaperones, priority will be given to HHA staff members.
  - Exceptions will be made when there are not enough qualified adults to meet chaperone needs. A sufficient number of adult chaperones, as determined by the Principal, must accompany the extended field trip to ensure the safety

and good conduct of students. The required ratio is one adult chaperone for every 10 or fewer students. The trip sponsor(s) is responsible for informing accompanying adults of their duties and responsibilities. The Principal is responsible for final approval of all adult chaperones.

- HHA staff members, other adults, parents, siblings, and HHA alumni may accompany students on extended field trips if they receive prior approval by the Principal to do so. These participants may not share lodging with HHA students unless permission has been granted by the Principal. All participants are expected to follow the same tour itinerary, comply with the same behavioral expectations that apply to HHA students, and pay their own expenses. Participants who are not HHA faculty, staff or students must be registered HHA volunteers. All parent participants should be willing to serve as chaperones if needed.
  - Under no circumstances shall any person be included in an extended field trip who has not been approved by the Principal.
3. Responsibilities for Trip Sponsor(s) Conducting the Extended Field Trip:
- The trip sponsor shall hold required orientation meetings with parents/guardians, students, chaperones and other trip participants prior to departure in order to clarify the responsibilities and review the acceptable standards of conduct of all participating parties. At this meeting, copies of the following documents will be given to the parents/guardians of each participant:
    - Behavior Contract/Document of Rules (Document of Responsibilities for chaperones)
    - Extended Field Trip Release, Indemnity, Assumption of Risk and Power of Attorney
    - Medical History
  - Completed and signed forms must be submitted with the first payment for the trip and are **required** for all trip participants who are not HHA employees.
  - The trip sponsor(s) shall prepare a roster which includes the address and telephone numbers of parents/guardians and pertinent medical information for all students on the tour. The trip sponsor(s) shall take one copy of the roster on the trip and shall leave a second copy with the Principal. This information will be used to contact parents/guardians if an emergency should occur.
  - The trip sponsor(s) shall handle medical and other emergencies while on the extended field trip and will be responsible for the welfare of the group. Receipts and claim checks must be completed for medical or other insurance claims. First aid kits shall be required on all field trips. It shall be the responsibility of the trip sponsor(s) to alter the itinerary or program of the extended field trip if local circumstances endanger the welfare of participants. Should an emergency occur, the trip sponsor(s) is responsible for notifying the Principal by telephone as soon as possible.
  - The trip sponsor(s) shall assume responsibility for student conduct consistent with the school's policies and regulations governing student behavior. Use of

the “buddy system” or similar partner system is required to ensure constant awareness of each student’s whereabouts, needs, and participation.

- Upon returning from the extended field trip, the trip sponsor(s) shall complete a Student Field Trip Evaluation form, including a summary of the itinerary and instructional activities, and shall submit the report to the Principal. A detailed final accounting of receipts and expenditures must also be filed with the business office within five business days after returning from the trip.

#### 4. Remuneration and Other Conditions for Tour Director(s) and Chaperones

- HHA personnel on the extended field trip who are under contract with HHA shall be considered a part of the regular school faculty and shall be governed by the policies, procedures, rules, and regulations established for all HHA employees.
- Neither the trip sponsor(s) nor other HHA employees shall accept or receive compensation other than the cost of their portion of the trip and incidental expenses (meals, taxes, and tips) incurred on the trip. The cost of the trip to participating students may reflect no more than the legitimate expenses expected to be incurred by the student and a portion of the legitimate expense of the tour director(s) and other adult chaperones and supervisory personnel.
- All extended field trips must have liability insurance protecting all the trip attendees, the school, and the HHA Board of Directors. If not covered by the existing HHA insurance policy, the cost of this insurance must be covered by the fees collected from the participants or other fund raising sources.

#### 5. Students

- Participating students must comply with all HHA policies and regulations governing student behavior and with other conditions and directions of the trip sponsor(s) and/or adult chaperones. Students are prohibited from the possession or use of weapons; possession, purchase, or consumption of alcoholic beverages, tobacco, drugs (other than those prescribed by a physician), and/or toxic vapors at any time. The HHA Student’s Guidelines of Behavior will be enforced on all field trips. A student who has been expelled or suspended from school is ineligible for participation in an extended field trip, depending on the length of suspension/expulsion. Only the Principal may grant permission for such a student to participate in an extended field trip.
- Students will not be permitted to leave the field trip group during the trip unless they are released by the trip sponsor(s) to parents/guardians.
- If students return to the school from a trip after school hours, the trip sponsor(s) will make provisions for their safe departure home, taking into account the age of the students and the hour of arrival at the school.
- Students whose conduct is disruptive to the trip and in violation of the above requirements may be disciplined or sent home by the trip sponsor(s). A

student may not, however, be sent home without prior arrangement with the Principal and the student's parents/guardians. The student's family is responsible for any additional cost incurred in sending a student home early. Students whose conduct is disruptive may receive a failing grade for the course associated with the trip that will appear on their permanent transcript.

#### Academic Program Policy 3.0: Academic Textbooks and Supplies

HHA will provide the appropriate curriculum resources to support its academic goals. Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given to a student are lost, the student must pay for any needed replacement. If loaned materials are lost or damaged the student must also pay for its replacement. In the case that reimbursement has not been made to HHA for lost or damaged materials, NO FURTHER MATERIALS MAY BE PURCHASED OR ISSUED TO THAT STUDENT UNTIL THE PAST DUE FEES ARE PAID.

#### Academic Program Policy 4.0: Student Publications Policy

Student publications must uphold HHA's mission, philosophy, character pillars, and HHA Board of Directors policies. The purpose of such publications is to inform the HHA's community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted in the student newspaper subject to prior review of the Principal.

Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

#### Academic Program Policy 5.0: Video Viewing Policy

From time to time, videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Principal in order to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate.

#### Academic Program Policy 6.0: Internet/Network Use

##### *Student Internet/Network Acceptable Use Policy*

HHA recognizes the importance of the network and internet access as a valuable resource in the educating of today's youth. We also recognize the need of supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. It is understood that this access is a privilege, not a right, and all students and staff are expected to practice proper and ethical use of these systems. The use of these systems is monitored and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education. HHA does not assume responsibility for system failures that could result in the loss of data.

##### *User Accounts*

If user accounts are required for access to the network, user accounts may be granted at the sole discretion of the teacher and/or the Principal and may only be granted for classroom research purposes.

### *Electronic Mail*

- Students are not allowed unsupervised access to or use of personal electronic mail resources.

### *Etiquette*

- During supervised classroom activities on the network, students are expected to observe the same standards of behavior as they do in the classroom.
- Be polite and courteous.
- Never reveal any personal information about yourself. This includes addresses, phone numbers, and credit card numbers.
- Do not reveal addresses or phone numbers of any other student or member of the staff.

### *Network Security*

- Periodically you may be allowed to access other networks and/or computer systems. These are to be used for research purposes only. Do not make copies of copyrighted materials.
- Penalties for inappropriate actions: see discipline policy.

### Academic Program Policy 7.0: Grading Policy

Grades will be assigned in all subjects. HHA will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. In this scheme, the following letter grades have these meanings:

- A-Mastery
- B-Proficiency
- C-Sufficiency (Competence)
- D-Insufficiency
- F-Failing

In addition to these general parameters, we will be using a 4.0 grading scale. The letter and numerical grades for this system are listed below:

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

The grading scale as defined above is utilized for all students with the exception of kindergarten, where the scale will reflect A, B, C, D, and Needs Improvement (NI). Incompletes will only be given under special circumstances as determined by the Principal. To be in good academic standing the student must maintain a 2.0 Grade-Point Average.

### Academic Program Policy 7.01: Homework, Reading Lists and Summer Reading

Homework is a fundamental part of our general academic program. In addition to regular homework, which HHA recommends to be approximately 10 minutes per night per grade level

(i.e., a 3<sup>rd</sup> grader would have roughly 30 minutes of homework per school night), students are expected to be read to or with every night. Teachers will set expectations for reading homework for grades K-3. Older students are required to read literature for homework at least 20 minutes per night. Students may turn in homework until 3:45pm on the assigned day that homework is due for full credit.

The school will develop a list of approved books for required reading activities, in alignment with expectations for high quality literature, character education, and reinforcement of Core Knowledge domains. If required reading is not assigned from the Core Knowledge Sequence or the approved additions to the Sequence, students shall select books from the approved reading lists for their grades. Students and parents may submit suggestions for additions to the reading list to their teacher for consideration and possible approval. Students are encouraged to read additional books of their own choosing over and above the required reading.

The school will also develop a summer reading program. Books or workbooks selected for summer reading should expose children to literature with a rich use of language that they might not otherwise encounter. The books should help nudge students toward a higher level, not just in matters of syntax and vocabulary, but also in sophistication of plot, character development, conflict and resolution, etc. The books for students in grades K-3 are intended to be read to the child by a parent or other adult. Students entering 4<sup>th</sup> grade and higher should be capable of reading the books independently. Teachers will determine what is expected from students to demonstrate they have completed the summer reading. Summer reading will be encouraged by the use of incentives for children and the recognition of parent involvement and participation in the parent-child equivalent of summer book clubs. Incentives will be age-based and agreed upon by teachers, administrators, and parents before the end of each school year. Students not participating or participating in a limited way will not be penalized.

#### Academic Program Policy 8.0: Plagiarism/Cheating

Plagiarism will not be tolerated by any teacher in any subject. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of the plagiarism.
- The teacher will inform the Principal of the plagiarism.
- Either the teacher or the Principal will inform the student's parent of the plagiarism.
- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an

unfair advantage on a test or an assignment and to avoid doing the student's own work. Whenever a teacher suspects two students of cheating, the teacher should speak with the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy the student's work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

#### Academic Program Policy 9.0: Grade Reporting

In addition to the regular grading of assignments, the following means will be employed to inform parents of their student's academic progress.

- After the 5th full week of school, teachers will provide progress reports or make them available electronically
- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Quarterly and semester report cards will be mailed or sent home.
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress.
- Parents have the ability to review student progress at any time via internet access to HHA teachers' grade books.

#### *Report Cards*

Student report cards are completed at the end of each quarter. Final report cards will be mailed approximately two weeks after the end of the school year. It is the sole responsibility of parents to provide the school with current mailing addresses. Any course grade appeals must be submitted to the Principal no later than one week after report cards are sent home.

#### Academic Program Policy 10.0: Promotion; Grades

##### Academic Program Policy 10.01: Promotion

HHA is committed to ensuring fair and equitable promotion and retention of our students in alignment with HHA's mission. Using real-time data from frequent assessment results, HHA will provide the necessary individual, classroom and/or school-wide intervention programs, based on staffing abilities and the programs available at HHA at the time. The Data Team, along with teacher referrals, will determine which students may need additional targeted interventions, as based on HHA's staffing abilities, which include: requiring students to attend specific targeted tutoring, Early-Bird, during school, or afterschool; providing supplemental intervention programs and support within the respective reading, math, science classrooms through academic coaching, lesson modeling, computerized intervention programs and pull out services (as needed and as based on programs available at HHA at the time). Parents of students who are in need of interventions (individual or other) will be notified throughout the process. The teachers will work with students and families to accommodate schedules.

Additionally, the Data Team will identify students that may need to be part of the RtI (Response to Intervention) process. If the Data Team and Classroom teacher should identify a struggling student that may be in need of retention, they will be referred to Pupil Promotion/Retention Team by the end of the first semester. The Pupil Promotion/Retention Team may be comprised of a member of the administrative team, current teacher, next year's teacher, and special

education teacher (if applicable). The Principal is responsible for identifying the appropriate members of the team. The school will identify benchmarks and procedures for promotion at each grade level. Students who meet or exceed the benchmarks determined by the school will be promoted to the next grade level. Data to be considered may include attendance, state assessments, school and curriculum based assessments, classroom observations, parent and teacher surveys, and classroom grades and work samples. The Pupil Promotion/Retention Team will review the data and make a recommendation for promotion to the next grade level or retention. The Team will then meet with the parent/guardian to discuss the data, recommendation, and social emotional concerns, and the options for their student. The team along with the parent will make a decision to promote or retain the student. Heritage Heights Academy will comply with State and Federal laws regarding the students with disabilities and IDEA.

#### Academic Program Policy 10.02: Grade Level Placement of Newly Enrolled Students

If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the Principal.

#### Academic Program Policy 10.03: Re-Admittance

Students who have left HHA due to retention in a grade and later choose to re-enroll will be re-admitted based on the retention. Once placed in the lesser grade, if the HHA's teacher observes mastery of the skills and materials by that student, the student may then be placed in the next grade. If approved by the Principal, a formal evaluation may occur to determine appropriate placement in lieu of the placement in the lesser grade.

#### Academic Program Policy 10.04: Admissions During Current School Year

Enrollment for any open slots or for a spot on the waitlist will be accepted through October 10<sup>th</sup>. The Principal may consider special circumstances of a family and admit a student at any time if it is the best interest of the student and school. Enrollment for Kindergarten and 1<sup>st</sup> grade students is dependent upon the age criteria for placement as determined by Colorado law and the funding of students.

#### Academic Program Policy 11.0: Eligibility

Students are only eligible for extracurricular activities if they have a cumulative C average in all classes.

Students may be banned from extracurricular activities following a suspension or misbehavior during the extracurricular activity. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. The Principal may deem a student ineligible for the following season based on misconduct.

#### Academic Program Policy 12.00: Extracurricular Activities

Students will be allowed to participate in extracurricular activities outside of the school day. Students will not be allowed to leave school early for practice, but will be excused from classes

when there are games or competitions from other clubs. Students will be required to make up the work according to the excused absence policy. According to C.R.S. 22-32-116.5.1.a, each school district or public school shall allow any student to participate on an equal basis in any activity offered by the school district or the public school that is not offered at the student's school of attendance.

#### Academic Program Policy 12.01: Off-Site Extracurricular Activities

All HHA off-site extra-curricular activities must be approved by the Principal. All adults assisting with these activities must be registered HHA volunteers. Please see School Environment Policy 8.0 for more information on how to become a registered volunteer. A list of all sanctioned HHA off-site extra-curricular activities will be maintained and updated by the Principal.

#### Academic Program Policy 13.0: Schedule Changes

There will be no schedule changes during the semester unless it is deemed in the best interest of the student by the school. Approval must be obtained from the student's present teacher, the new teacher, the Principal and a parent.

#### Academic Program Policy 14.0: Student Fees and Supplies

Student fees and supplies are used to:

- provide additional educational opportunities for specific courses. Actual fees and the courses, which require such fees, will be communicated in the course description.
- provide additional resources for specific student related use. These include but are not limited to postage and mailing supplies, paper and printing supplies.

These fees above are voluntary and are non-refundable. Parents/Guardians who are experiencing financial hardship that may prevent their student from paying fees in full or in a timely manner should contact the Principal, as the Principal may authorize a full or partial fee waiver or other payment arrangements.

#### *Other Required Fees*

Requests for transcripts may be made by email or in writing. Be sure to include the complete address to which the transcript should be mailed. Allow at least two weeks from the time you request the transcript until it is received by the institution. Requests will not be processed unless accompanied by payment per transcript. Payment may be made by cash or check. **Documents mailed to overseas locations requiring extra postage shall be held until requester has paid the complete postage cost.**

All fees are set and approved annually by the HHA Board of Directors. All supply lists are set by the teacher and approved by the Principal.

#### *Full Time Kindergarten Tuition*

Tuition for full time kindergarten students for the 2017-2018 school year has been set at \$300.00 per month. There is a nonrefundable registration fee of \$100.00. Tuition is payable by the 5<sup>th</sup> of the month, beginning August 1. Payments are accepted at the office

during normal business hours or via mail. A \$25 late fee may be imposed for payments received after the 10<sup>th</sup> of the month and the returned check fee is \$25.

If a parent cannot make the tuition payment, they need to contact the Office Manager to make arrangements for a payment plan. If tuition payments are not made for 3 consecutive months, the student will be switched to Half Time Kindergarten for the rest of the year.

## **SCHOOL ENVIRONMENT POLICIES**

### School Environment Policy 1.0: Student Leadership

Any student leader on a committee or a team as well as in a club or organization that is school sponsored must demonstrate high moral character and be in good academic standing.

### School Environment Policy 2.0: Guidelines for Creating the School Calendar

HHA will develop its calendars in accordance with CRS 22-33-104, Colorado's Compulsory Attendance Law. The calendar will meet or exceed requirements for days and hours of attendance for each age group. The school day will be longer than local district schools in order to provide time to accomplish school goals for academic excellence.

HHA will plan to schedule up to ten days of professional development, non-contact days throughout the year. Most of these days will be scheduled prior to the beginning of each school year, in order to meet training goals and to establish expectations for collaboration and competency in the staff. For the summer before the school opens for the first school year, the teachers will participate in an additional week of training at mid-summer. This "Boot Camp" will provide training in the basic curriculum elements of Core Knowledge, Singapore Math, standards and assessments. The remaining professional development days before school starts will be spent in building teams, setting behavior expectations for academics and classroom management, establishing the school culture and setting policies and procedures. Professional Development days during or after the school year will provide opportunities to refine curriculum expertise, conduct data analysis and plan for school improvement. Teacher input will be a vital part of this process as the Principal and Core Knowledge Coordinator/Leader Teacher identify areas that need support.

The school has developed a proposed daily schedule that incorporates appropriate learning time for core subjects and specials, and recommendations that reflect best practices found in other successful Core Knowledge schools. The Principal and Faculty of the school will further refine this schedule to meet the needs of various grade levels and future school growth. In year one, 6th grade will follow the elementary daily schedule. 6th grade will adjust to the middle school schedule in year two and beyond.

The school calendar will be presented to parents, students, and employees of HHA prior to its adoption, enabling comments and suggestions to be heard by the HHA Board of Directors. Adjustments, if seemed appropriate, may be made by the HHA Board of Directors.

### School Environment Policy 3.0: Attendance

School starts (i.e., the students in their seats, ready to learn) promptly at 7:55 a.m. (students should arrive between 7:40 and 7:50 am so that they may be unpacked in the class by 7:55 am).

Colorado State Attendance law states, in part, that "Every elementary child who has attained the age of 7 and under the age of 16 years ... will attend public school for at least 968 instructional hours during the school year, and every secondary school child will attend public school for at least 1056 instructional hours during the school year." HHA's instructional hours exceed the State's requirement for minimal instructional hours.

A student cannot miss more than 10 days during the entire school year. Missing two clock hours equals a half-day absence. Missing four clock hours equals a full-day absence.

### *Excused Absence/Tardy*

#### **The following will be considered excused absences:**

- Absences for medical or religious reasons
- Absences for mental or emotional disabilities
- Pre-arranged absences of an educational nature must be approved by the Principal (e.g., visits to colleges for high school students; scheduled, performance-related activities). The educational nature of a proposed absence must be the primary reason for the absence, e.g., visiting a museum while on a week-long trip to Disneyland would not constitute an excused educational absence.
- Attendance at any school-sponsored activity
- Bereavement (notify school if absence will extend beyond three days)
- Attendance at parent/sibling graduation/wedding – one day in state, 3 days out of state (travel time)

The School may require suitable proof of excused absences, including written statements from medical sources.

### *TO REPORT AN ABSENCE*

If your child is absent because of illness or an appointment for which we have been notified previously, please call to make us aware of the situation before 7:15 a.m. It is critical to student safety that we know where all students are on school days. You may call ~~to or text~~ **early and** leave a message. Please notify the school every day your child is to be away from school. Office staff will place calls daily to parents for unreported absences.

### *UNEXCUSED ABSENCE*

If a student has more than four unexcused absences in one month or ten days in any year, the student may be classified as habitually truant according to Colorado School Law, and HHA will take the appropriate actions, up to and including legal proceedings in state court. When the parent does not explain sufficiently the reason for unexcused absences, the department of social services will be notified, a parent conference will be required, and credit will be withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. ***No daily participation points will be awarded on days of unexcused absences. Homework, assignments, and tests due during unexcused absences will be given 80% credit (of grade otherwise earned) if turned in within the guidelines of timeliness. Due dates (for determining timeliness) for school work from an unexcused absence shall be calculated the same as due dates for school work during excused absences. HHA is not required to provide the supplies for school projects (e.g., paper mache) that were to be completed in class during an unexcused absence, but such school projects will be given 80% credit (of grade otherwise earned) if turned in to the teacher in a timely manner.***

When those occasions are unavoidable, as well as for illness, students are responsible for any make-up work during their absence. Students will have two calendar days to make up missed

work for the first day of an absence and one calendar day for each day missed thereafter. Note: Work assigned before the absence will be due the first day the student returns to school. When counted calendar days fall on a date when school is not in session, missed work will be due the next day school is in session. There is a 50% penalty of the credit earned for missed work that is turned in late.

### *Late Arrival/Tardiness*

Tardiness is a form of absence and interferes with student learning. Classes begin promptly at 7:55 a.m. Parents are expected to have their students at school at 7:55 am. **Tardy students must be checked in at the office by their parent or guardian before going to class.**

After three tardies, a letter will be sent home to inform the parent(s). Habitual tardiness will result in further disciplinary action. Three tardies equal one unexcused absence.

### *Extended Excused Absences*

Due to the individual nature of extended excused absences including, but not limited to, acute or chronic illnesses/injuries, a terminally ill family member, or family death, the parent/guardian can expect to be informed by the Principal in the general expectation of the faculty related to the completion of assignments and status for moving to the next grade, if applicable.

Upon returning from extended absences, the administration will notify the faculty when the 1st day assignments are due for the student. A copy of the information given to the faculty will be given to the parent.

### *Student Check Out*

Students may be taken from the school or school grounds only if the parents/legal guardians or other authorized party have signed them out in the office. School sponsored offsite activities require a teacher or sponsor to be responsible for the students. Therefore, if a parent desires to take his or her student at the completion of an activity, written notification must be given to the teacher or sponsor. Students may only leave the activity or event with their own parent/legal guardian unless prior written authorization is given to the teacher or sponsor.

### *NOTE: After School Programs*

There may be after school activities available to HHA students. If students are not a participant or observer at a scheduled event or activity, they are not to be on campus. Some after school programs will be dependent on excellent character and grades.

Students who have not been picked up by 3:50 p.m. will be placed in the office with the school secretary after a call has been placed to the parent or guardian. Students whose parents call notifying the office that they will be later than 3:50 p.m. will also be placed in the office.

Students may not return to their classrooms for any forgotten items after 3:30 p.m. on a school day.

Please note that the school office will close at 3:50 p.m. It is suggested that you sign up for the aftercare program if your student will be left at school after 3:30 p.m. If the aftercare program is

utilized in cases of parent/caregiver tardiness, you will be required to pay for the service.

#### School Environment Policy 4.0: Classroom Placement

Parents may provide a written request to the Principal for a specific classroom environment for their child by May 1<sup>st</sup>. Requests are not guaranteed because they can lead to imbalances in the classroom. Prior and future teachers at each grade level will provide information to the Principal regarding classroom dynamics, special needs, balance of boys and girls, friendships, availability of volunteers, diversity of student achievement, etc., to assist in determining classroom assignments in order to provide a fair and common education for all students. Classroom assignments must be approved by the Principal.

#### School Environment Policy 5.0: Discipline

##### School Environment Policy 5.01: Principal's Role in Discipline – Meeting with the Principal

The goal of any meeting between a student and the Principal is that of a learning opportunity for the student in order to implement a positive change in behavior. The primary goal of the Principal is to require the student to take responsibility for the infraction.

The included goals of a parent conference with the Principal are:

- To exchange accurate information about the student.
- To determine how the parent-school partnership can best work together to lead the student to reform his or her behavior.

The Principal will preserve the integrity of the disciplinary process at HHA. By modeling the Core Virtues Program and consistently treating students and their families with respect and professionalism, the Principal is an extremely valuable and accessible part of a student's character development and education at HHA. HHA's goal is to create a safe, respectful, and responsible environment where learning takes place.

##### School Environment Policy 5.02: Discipline

Positive Behavioral Support (PBS) will serve as the underlying philosophy for guiding HHA's behavioral systems, and the PBS team-based approach to offering positive reinforcements, identifying root causes of problem behaviors, and finding appropriate behavioral interventions guide HHA's progressive discipline framework. HHA's discipline policy will follow progressive discipline guidelines as prescribed by Federal Regulations, Colorado Revised Statutes (C.R.S 22-32-109.1), and district policies.

Minor student infractions are generally handled by a student's classroom teacher, but may also involve the Principal. Anytime a student is required to see the Principal, a learning opportunity arises. Every student is encouraged to be responsible for this or her own actions, and students are instructed to share the incident with their parents. If and when necessary, the interaction between the student and the Principal will be followed up with a phone call or written communication to the parents as soon as possible after the incident.

The Principal or faculty members may assign consequences. Depending on the nature of the offense, damages to others, and continued pattern of offenses, consequences may include ,

service, student behavior plans, fair remuneration, relinquishing privileges, apologies, required extra work, and/or activity restrictions. More severe behavioral issues will warrant immediate parent conferences. Only the Principal or designee may issue consequences for major infractions involving suspensions or more serious consequences.

If the discipline situation warrants notification of the parents, an attempt will be made to notify them the day the detention is given. Students serving a detention or suspension on the same day as an after school activity will not be allowed to participate in the activity until the detention/suspension is served. Any change in the detention or suspension date(s) will be at the discretion of the Principal or designees.

Certain major infractions may require an immediate parent conference prior to suspension, during which time appropriate follow-up actions are discussed. These actions may include activity restrictions, creation of remedial student discipline plans, and requirement of parent to attend class with student for a specified time or other plans. Discipline referrals and suspensions become part of a student's permanent record. If a student has been given an In-School Detention or an Out-Of-School Suspension two or more times during the year, or if the student has received more than 8 tardies in a quarter, the Principal or designee reserves the right to restrict the school events or field trips that the student may attend. All decisions concerning this matter will be made at the discretion of the Principal or designee.

HHA's disciplinary policies and practices will comply with all applicable laws, regulations, and policies to ensure that disciplinary infractions involving students receiving special educational involve appropriate team members and consider all relevant aspects of 504 Plans and IEPs. Specifically, HHA will ensure that all students receive adequate due process, including, but not limited to a consideration of whether the behavior exhibited is a manifestation of a student's special needs. Additionally, HHA will maintain disciplinary records to track incidents involving minority and disabled students to ensure that serious disciplinary consequences are not disproportionately issued to these student populations.

Note: The Principal will frequently deal with student issues that do not require discipline or punishment per se. Minor roughhousing, minor disruptive behavior and disputes between friends and the like are in the purview of the Principal, but are usually not handled as disciplinary cases.

While discipline will be administered in a generally uniform manner, all disciplinary action will be tailored to what is best for *that individual student* and their unique situation. The Principal will consider all aspects of that particular student's situation when formulating a course of action and have some latitude when matching a specific misbehavior to its consequence. In the Principal's absence, the Lead Teacher will have the authority to suspend students.

Students' misbehavior and the resulting consequences will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth. HHA desires to educate all students who enter our school, expecting nothing less than the best from each one. HHA cannot and does not tolerate students who disrupt class. HHA requires all students to be polite and attentive. All other behavior is disruptive. HHA will notify

the appropriate district with the Board of Education and any other charter school authority, as required, that HHA is expelling a student from school. Colorado State Law clearly states that a student can be expelled for “continued willful disobedience or open and persistent defiance of proper authority.”

Teachers will have the authority to implement discipline in their classrooms that is consistent with the HHA’s discipline goals. Teachers will utilize the Principal to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom. Disciplinary procedures may also involve other designated HHA staff besides those mentioned.

#### School Environment Policy 5.03: Suspension

According to CRS 22-33-105 2(a) and (b), a student may not be suspended for more than 25 school days. Opportunities will be given for a student to make up school work during suspension; however, the school will determine the amount of credit the student shall receive for this makeup work. Suspensions at Heritage Heights Academy can be assigned only by the Principal or designee. Prior to suspension, the student’s parent will be notified, and a parent conference will be required before the student returns to class. Notice of suspension shall be given in writing. An informal hearing will be offered to a parent and student after receipt of notice of suspension lasting less than 10 days, by the Principal. A parent conference involving the Principal, student, and student’s parent(s) or guardian(s) may be required before a student will be readmitted following a suspension. A suspension lasting more than 10 days will be given a formal hearing. School officials shall strictly protect student confidentiality in matters of discipline and take all reasonable measures to keep information dissemination on a need-to-know basis.

#### **Levels**

If the student continues to be disruptive and exhibits inappropriate behavior or actions, the student will be placed on levels. A level 1 is an indication that the student is exhibiting behavior or actions that are not acceptable. A level 2 status indicates that the student is continuing with the inappropriate actions or behavior. A level 3 will result in expulsion from the school and the school district. Heritage Heights Academy reserves the right to place the student at any level at any point according to the severity of the offense.

#### Step 1, Initial suspension:

An initial suspension will occur after a major infraction or a series of minor infractions, depending on the severity of the infraction(s). Step one, initial suspension, will include a minimum of a one-day, and a maximum of a ten-day suspension. A remedial student discipline plan may be created during the conference between parent, student, and/or Principal depending on the severity of the infraction. A parent-student-Principal conference may be required before student re-admittance to the classroom. Depending on the severity of the infraction, the student may or may not be placed on a level 1 at this point.

#### Step 2, Secondary suspension with remedial discipline plan review and revision:

A secondary suspension is the second step of formal discipline proceedings and will occur after one or two major infractions following initial suspension, depending on severity of offense,

and/or as a result of the student's violation of his or her remedial discipline plan. Step 2 suspensions will include a minimum of two days and a maximum of no more than ten days total suspension. A required parent-student-Principal conference will be held before student is allowed to return to school. If a remedial student discipline plan already exists, it will be reviewed and revised. If a remedial student discipline plan has not been created as yet, one will be created for the student at this point. Depending on the severity of the infraction, the student may or may not be placed on a level 1 or 2 at this point.

### Step 3, Final suspension:

A final suspension from Heritage Heights Academy is the third and final step of formal discipline proceeding. After a final suspension, and prior to movement toward a declaration of "habitual disruption" (placing the student on a Level 3) or the expulsion proceedings, a student may appeal the decision and obtain a hearing from the representative of the Board of Directors. In addition, "The board of education of each district may deny admission to, or expel for any period not extending beyond one year, any child whom the board of education, in accordance with the limitations imposed by this article, shall determine does not qualify for admission to, or continued attendance at, the public schools of the district. (CRS 22-33-105 2c). According to Colorado statute, a student may be declared habitually disruptive after being suspended three times in one year on the grounds set forth in CRS 11-33-106 for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the student, and the suspensions were made for:

- Continual, willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel;
- Serious violations in a school building or in or out of school property;
- Repeated interference with a school's ability to provide educational opportunities to other students; and
- Other grounds found in CRS22-33-106(1)(a),(b),(c),(d), and (e).

Expulsion from Heritage Heights Academy shall be mandatory for the following violations:

- Carrying, bringing, using, or possessing a dangerous weapon (including a firearm or firearm facsimile, any pellet, or BB gun or other device operational or not, designed to propel projectiles by spring action or compressed air, fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife with a blade longer than three and one-half inches, any object, device, instrument, material, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury;
- The sale or possession of a drug or controlled substance;
- Death threats to other students or administration;
- The commission of an act, which if committed by an adult would be robbery or assault other than third degree assault.

## **Expulsion**

In the event HHA proposes to expel a student, it shall notify the appropriate CCSD responsible for student discipline within 1 school day of the decision to expel. As part of such expulsion proceeding, HHA shall offer the student an opportunity for a due process hearing, including the opportunity to present appropriate testimony and evidence at the hearing. If a student is expelled from HHA, the student may be considered to be expelled from the CCSD as well. Unless services are purchased from the CCSD, any general education services required by law to be provided to suspended or expelled students shall be the sole responsibility of HHA. Any special education and related services required by law to be provided to suspended or expelled students shall be the responsibility of the CCSD. HHA shall code all suspensions and expulsions in accordance with the District's practices for its student information systems.

### School Environment Policy 5.04: Student Code of Behavior

The following are examples of the expectations of HHA students and is not intended to be a comprehensive list of all rules or expectations. At a minimum, students will:

1. Be polite and attentive.
2. Attend school consistently, be on time, and take responsibility for making up any work promptly when absent. Each student will bear the responsibility for his/her own conduct. Each student will respect the school's atmosphere of learning by attending class, being prepared, and punctual.
3. Follow directions when they are given.
4. Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others and property. Each student is expected to cooperate with and respect the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working in the school. Students are expected to communicate in an acceptable tone of voice using an acceptable choice of words.
5. Follow playground, field-trip, and individual classroom rules. Each student is expected to follow school rules when participating in school-related events.
6. Adhere to the dress code.
7. Not use threats or intimidation against any other person.
8. Respect the health and safety of others, safety rules, and not use tobacco, alcohol, or other illegal substances.
9. Be dismissed by the teacher, not by the clock.
10. Not leave school or school grounds without signing out in the main office.
11. Not bring electronic devices (CD players, radios, games, iPods, MP3 players etc.). Such items will be confiscated until the end of the day for the first offense, one month for the second offense and for the remainder of the year for the third offense. Teachers may permit eReaders (e.g., Kindles), but wireless networks/internet shall not be accessed. Acceptability of other toys is at the discretion of the teachers and administration.
12. Students will not bring anything to school that could be used to harm another or that is illegal.
13. Not misuse any school computer, e.g., visit non-curricular websites, access personal email, and modify settings or displays.
14. Not possess a drug of any sort. Prescription and over the counter medicines

must be checked into the Health Office (please see policy M-3.0).

15. Couples shall refrain from displays of affection, including but not limited to hand holding, kissing and hugging.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

#### School Environment Policy 5.05: Bullying Prevention and Education Policy

In order to provide a secure climate, conducive to teaching and learning that is free from threat, harassment, or any other type of bullying, HHA is adopting a specific policy to address prevention and education.

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person or a protected class. Protected classes include: academic performance, race, creed, color, disability, sex, sexual orientation, national origin, religion, ancestry, or need for special education services.

Bullying can occur through written, verbal, or electronically transmitted or by means of a physical act or gesture or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to any student.

Bullying is prohibited on HHA's campus, at HHA sanctioned activities and events, when students are being transported by any vehicle dispatched by HHA, or off school property when such conduct has a nexus to a HHA curricular or non-curricular event.

A student who engages in any act of bullying or who retaliates against a person who reports an act of bullying is subject to disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made.

In addition, HHA will incorporate into the annual student survey students' perceptions of bullying prevalence and address them through the school's core virtues program. The HHA Action Team, which is comprised of teachers from each professional learning team, will bring incidents of bullying (severity and frequency) to the attention of the administration. Additionally, any individual staff or faculty member is also independently authorized and encouraged to bring such incidents to the attention of administration immediately.

HHA is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

### School Environment Policy 6.0: Dress Code

Please refer to the attached HHA Uniform Policy for specific details on uniform requirements.

### School Environment Policy 6.01: Personal Hygiene

All students of HHA must be independent in toileting. On occasion students may have “accidents”. When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

If there are repeated “accidents”, a meeting with the parents, the Principal, and school health official will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students.

### School Environment Policy 7.0: Mass Communication Policy

The Principal or designee must approve all letters and bulletins, including e-mail (excluding class assignments by teachers) from teachers or parents or other interested parties. Each communication must be submitted to the office in an electronic format, print-ready, and three days prior to the date it needs to be communicated.

### School Environment Policy 7.01: Dissemination of Information

Any person responsible for coordinating any special classroom event must give appropriate information to the front office.

### School Environment Policy 7.02: Parent Communications to Administration, Faculty and Staff

Parents may use any of the following ways to contact/communicate with Administration, Faculty, and Staff of HHA:

- Email- Employees have 1-2 business days to respond to parent emails.
- Note placed in mailbox in HHA office (an administrative staff will deliver to the appropriate place)
- Voicemail
- Face-to-face meeting (this must be scheduled in advance using one of the means above)

### *Useful Guidelines*

\*For guidelines regarding best person to contact please follow chain of command.

#### Principal:

-due to the amount of day-to-day responsibilities facing the Principal, he or she will have to prioritize requests; you can expect to be contacted in no more than three business days.

#### Faculty:

-will make every effort to respond within one business day, and no more than two business days.

#### Staff

##### Front Office:

-you will receive a response from someone in the office within one business day.

##### Teacher Assistants:

-questions and concerns regarding students should be directed to the teacher; if the teacher

assistant input is needed the teacher will contact the teacher assistant

Substitute Teacher, Custodian:

-please contact the Principal for facilities related concerns

See Grievance Policy for procedures located on the website.

#### School Environment Policy 7.03: Use of Internet & Email, Personal Technology Hardware and Software

The HHA Board of Directors, other committee chairs, contracted management services, club and activity sponsors, athletic coaches and anyone acting in a position of authority on behalf of HHA may only access and utilize the internet and email for business pertaining to HHA. All electronic communications pertaining to HHA should be received and sent through the HHA email account (simultaneous use of HHA email account and personal account is not preferred but acceptable for non-employees). Email should be responded to in a timely fashion. All documents or information used for HHA related events should be stored on appropriate flash drives. If this is a hardship, HHA will provide you with a USB flash drive so information can be placed on an appropriate device.

#### School Environment Policy 7.04: Student Information Release

Certain “directory information,” including the student’s full name, address, and telephone number, will not be released without parental consent except in the school directory. Authorization for inclusion in the directory is on the enrollment form. Students’ names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by schools occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you DO NOT wish to have your student(s) photographed or video-taped for these purposes, you must notify the office in writing.

Student names will not be listed with their pictures on the school website or in HHA advertising publications. The newspaper may list your student's name with a photo only with parent signed consent.

No identifying information regarding a student will be given via any avenue of communication without parent permission, unless required by law.

#### School Environment Policy 8.0: Student Planner Policy

Organizational skills are so important to lifelong success that we have made them part of our curriculum. To help students manage their assignments, we shall issue them a planner.” The planner should go home every night and provide parents with a convenient method to monitor their student’s work and study skills. All students must have a planner. If lost, the replacement cost is \$5.00. Replacement planner will only be provided as supplies last.

#### School Environment Policy 9.0: Parental Involvement and Volunteering Policy

HHA is a school of choice. HHA will offer viable opportunities in order that parents will be directly engaged in tutoring, coaching, preparing resource materials, and providing other necessary and invaluable assistance. To achieve HHA's goals, each family is strongly encouraged to volunteer a total of 30 hours per school year (30 hours for the 1<sup>st</sup> child and an additional 10 hours for any additional children, not to exceed 40 hours total for the school year; single parents will only be required to volunteer half of these hours). For liability reasons, younger siblings are not allowed during volunteer opportunities. This helps to cut down on distractions and allows our students to fully concentrate on their school work. Younger siblings are welcome to visit during lunch.

Volunteer hours will need to be recorded by parents on forms provided by teachers. Please return the forms to your child's teacher as needed, or no later than the last week of school.

As indicated on the HHA volunteer form, volunteers may be removed for conflicts of interest or violation of confidentiality. If you are unable to volunteer or wish to opt out, please contact the school office for additional options, which may include the donation of money or supplies equal to the number of recommended donation service hours.

#### *Required Background Check*

Any adult who wishes to volunteer, including those who will have access to the students, i.e. playground duty, classroom assistance, traffic duty, etc. will be required to have a background check. Background checks will be completed using the HHA Raptor security check-in system (or similar security system).

#### School Environment Policy 9.01: Volunteer Confidentiality Policy

Volunteers often come in to contact with sensitive information in the course of their duties. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Principal, or a member of the HHA Board of Directors. If a volunteer disregards this policy, the privilege of volunteering may be revoked. To comply with federal educational privacy laws, parent volunteers, even those who hold teachers certifications, are prohibited from grading.

#### School Environment Policy 9.02: Chaperone Policy

The number of chaperones for an event will be established prior to the occurrence of the event by the Principal. This number will be strictly adhered to.

No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy.

Chaperones must attend to assigned duties and must model the HHA code of conduct.

Violators of this policy will not be allowed to chaperone any future events. Chaperones are also

bound to the Volunteer Confidentiality Policy.

School Environment Policy 9.03: Student Social Activities

All HHA social functions will have a faculty or staff sponsor and adult chaperones, minimum of one faculty member.

School Environment Policy 10.0: Fundraising

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the Principal, fundraising committee and the PTSO.

School Environment Policy 11.0: Advertisement of Opportunities

*Outside Opportunities*

Opportunities that arise for students through the school, parents, employees, etc. may be posted on an information HHA BOD at the school and on the website after approval by an administrator or HHA BOD. These opportunities will not be part of the weekly communications.

*School-Sponsored Opportunities*

School-sponsored opportunities that arise for students through the school, parents, employees, etc. may be advertised in the weekly communications.

School Environment Policy 12.0: Parent Conflict Resolution/ Grievance Policy

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have an issue concerning a particular class or the administration of the school, that issue should be resolved using the following Grievance Policy. Grievance Policy and Procedures

Heritage Heights Academy (HHA) strives to be proactive in promoting a positive culture between all of our community members. The following policies apply to grievances, including complaints, concerns, or conflicts, of any type. The administration and Board are committed to addressing and resolving grievances in a timely and efficient manner.

The Board places great trust in its faculty and administrators to manage the affairs of the school and to serve our school community. This grievance process should be used only for genuine complaints, concerns, or conflicts that require the attention of the School Director or the Board, not simple disagreements that can be managed informally. The Board will not typically review grievances based on the discretionary day-to-day decision-making or good faith judgment calls made by faculty or administrators, unless there is clear evidence of misconduct or a need to address a substantial issue.

Please follow these steps before filing a formal grievance:

1. Address issues with those directly involved – Bring your complaint, concern, or conflict first to the person best positioned to address it. Make efforts to sincerely resolve the grievance with those who are directly involved.
  - a. If you are a parent and it is a specific classroom or academic issue, this will most likely

be an attempt to resolve the issue with your child's teacher. If it is a broader, school-wide issue, this will most likely be an attempt to resolve the issue with a school administrator. If you are an employee this will most likely be an attempt to resolve the issue with the co-worker with whom you have the issue, or your supervisor if it is a broader, school-wide issue.

If your attempts to resolve the complaint, concern, or conflict informally does not produce a satisfactory result, or you find the individual(s) involved to be non-responsive, and the issue is substantial, you may file a formal grievance by following these steps:

1. Complete a Grievance Form (available on the school's website or front office) – This includes providing a brief summary of the issue; informal steps that were taken to resolve it, including discussions with those directly involved; the outcome of those attempts; the reasons why you were not satisfied with the outcome; a citation to any laws and/or policies that you believe were violated; and what you are requesting be reviewed and/or changed about the outcome.
2. Submit the Grievance Form to the School Director – The form may be submitted to the school's front office or emailed directly to the School Director or his/her secretary. If the Grievance is an issue in which the School Director is directly involved or in which the School Director has already issued a final decision, then this form may be submitted directly to the President of the Board for consideration under Step 5.
3. School Director Review – The School Director will, within three working days, review the Grievance and either reply in writing to the grievant or request a meeting. Others involved may be consulted on the issue and/or invited to any meetings scheduled to discuss the issue.
4. School Director Decision – Within ten working days of the date the Grievance Form is submitted; the School Director will provide a written decision or planned course of action regarding the Grievance to the grievant.
5. School Board Review – If the grievant is not satisfied with the School Director's decision or planned course of action, the grievant may request that the Grievance be submitted by the School Director for review by the Board within five working days. If the grievant requests Board review, the School Director will forward all documentation, including the original Grievance Form, any notes or summaries of meetings or actions taken, the School Director's final written decision or planned course of action, and any other relevant information to the Board. Board Members may request an additional statement from the grievant, as well as any other information it deems relevant to research or request. The Board President will determine whether or not to include the request on the agenda of the School Board's next meeting. An individual Board Member can make a motion to have it added to agenda during the board's next meeting, and it will be added with a requisite vote of the majority, following regular procedures. At all stages of this process Board members will take care to preserve expectations of privacy, including avoidance of public references to specific individuals or incidents, and may call an executive session to discuss any Grievances, for which an executive session is allowed. If the grievance involves a specific employee, that

employee will be informed by the Board President before the meeting at which the issue may be discussed and will be asked if he or she wants the discussion to happen during open session instead of executive session. If the Grievance is not reviewed at the next regular meeting following receipt of the request to review, it will be deemed resolved and the decision or planned course of action articulated by the School Director will be final, unless or until there is a change in circumstances.

6. School Board's Decision – Any decision by the Board at the conclusion of considering a Grievance, or a decision not to review a Grievance, will be final and the matter will be considered resolved. Any future consideration of the matter will require a change in circumstances and the grievant will be required to initiate the process from the beginning. If there is not a change in circumstances, any Grievance Form filed on a matter that is resolved may be ignored or simply disposed of with a response from the School Director that the matter is deemed resolved.

#### School Environment Policy 13.0: Observation

Parents of enrolled HHA students are invited to attend classes. Parents must check in at the office, obtain a visitor's badge, and arrive to the class prior to its beginning. Each class will have two chairs for observers. Observing parents do not participate in classroom activities unless invited to do so by the teacher, and observers must not interrupt the teacher or students. Observers may take notes; however, computers, tape recorders, or video cameras are a distraction to students and not permitted. In addition, all pagers and cell phones must be turned off.

#### School Environment Policy 14.0: Enrollment/Waitlist Policy

##### *Nondiscrimination Policy*

Heritage Heights Academy (HHA) is a Kindergarten-6th grade public charter school authorized by the Cherry Creek School District. This policy outlines the approved enrollment process for HHA for grades kindergarten through 6th grade. HHA does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services in its enrollment policies and procedures.

#### School Environment Policy 14.01: Choosing Heritage Heights Academy

We encourage parents and prospective students to carefully review the HHA charter and other school information on the HHA website at <http://www.heritageheightsacademy.org/> and the HHA Facebook page at <https://www.facebook.com/Heritage-Heights-Academy-890547404330056/>. After reviewing all of the information, if they value the school's philosophy and educational offerings, we would encourage them to enroll at HHA.

#### School Environment Policy 14.02: Enrollment Process

##### Enrollment Policy

Heritage Heights Academy (HHA) includes kindergarten through eighth grade. Heritage Heights Academy is committed to the premise that its school population will represent the educational community of Arapahoe County in terms of gender, ethnicity, and economic status. Heritage Heights Academy has increased, and will continue to increase, educational opportunities for its students. Recruitment will be focused on maintaining a balanced and diverse student body.

Admitted students may continue their enrollment from year to year.

Heritage Heights Academy will follow all state and federal laws prohibiting discrimination. The educational program of Heritage Heights Academy will be nonreligious and nonsectarian. Heritage Heights Academy will not discriminate in its enrollment on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services. No student will be denied admission because of academic performance. Heritage Heights Academy will comply with all applicable, approved policies and regulations and the requirements of federal and state law concerning the education of children with disabilities.

If a grade level is overenrolled, Heritage Heights Academy will use a lottery (i.e. random selection process) and then waiting list format for enrollment of all students who do not have priority status. Open Enrollment is open to any student who resides within the state of Colorado, subject to Heritage Heights' total enrollment limitations.

Each year, current Heritage Heights Academy students will submit an Intent to Return for the following school year during the month of December. New students' families will submit applications for their student(s) between the open enrollment dates of January 15th through January 31st. The open enrollment period will be announced through the communication procedures at Heritage Heights Academy for current students, as well as advertised in various forms for prospective students. By February 10th of each year, Heritage Heights Academy will first enroll students with priority status in each grade level, and then the school will determine the number of open slots in each grade level.

#### Priority Status

Priority status for enrollment will be given to students re-enrolling, the children of current staff members (on a first-come first-served basis, up to 20% of total enrollment), and siblings of currently enrolled students. For purposes of this policy a "staff member" is any individual formally employed by Heritage Heights Academy who receives an I.R.S. Form W-2 from Heritage Heights Academy. Interested in-district students, meaning students who reside in Cherry Creek School District boundaries, will always be given enrollment priority and placed on any wait list ahead of out-of-district students.

#### Lottery and Enrollment Process

On or around February 10th of each year, a lottery will be conducted to determine the order of enrollment for students in the next school year for any grade level that is oversubscribed. After the first year, a waitlist created for each grade level that is oversubscribed will be carried over to the next year. Each student who applied to be included during the open enrollment period will be added in rank order to the list created by the lottery, except that in-district students will always be placed higher on the list than out of district students. The lottery list created each year will be added to the end of existing wait list from the previous year, except that in-district students will always be placed higher on the list than out of district students. Open slots in each grade level will be filled in the order in which a student's name is on the list, maintaining the rank order generated by each year's lottery for each group. Parents or guardians of students selected for enrollment will be notified of their student(s)'s selection by phone and email (if provided by parent/guardian) and will be given 72 hours from the date notifications are sent to confirm their

continued interest in enrolling their student(s) in Heritage Heights Academy. If the parent/guardian declines enrollment or fails to respond within the 72 hours, the next student on the list will be notified, until full enrollment is reached in that grade level. Once full enrollment is reached in each grade level, the lottery list will be converted into a waiting list, or added to the existing wait list. Families new to Heritage Heights Academy that are still on the waiting list will receive notification of their status with updates if their status changes.

Once a student is notified of their selection for enrollment, but prior to being officially enrolled, a registration packet must be submitted. If a student fails to submit a complete registration packet within 5 working days of being notified of selection, Heritage Heights Academy may move the student to the end of the wait list and notify the next student in line from the waitlist for that slot. The registration packet consists of items such as: Admission Form, Student Information Form, Photography/Video Permission, General Field Trip Permission, Student Fee, and other documents required by Cherry Creek School District Schools or state. The registration packet for new students consists of all of the above items plus a documentation of age (such as copy of the birth certificate), documentation of last grade completed (such as copy of last report card), copy of immunization record, information regarding IEP/504/GT or other educational plans. We encourage parents/guardians to attend one of the parent orientations and/or a tour of the school to ensure that families are making the best choice for their student(s). Enrollment of students with special needs who are selected by the lottery will be done in accordance with Heritage Heights Academy's charter contract and applicable state and federal laws. Heritage Heights Academy reserves the right to grant an extension to the deadline to complete the registration packet, in its sole discretion.

Enrollment for any open slots or for a spot on the waitlist will be accepted through October 10th. After the lottery is completed, interested students will be added to the end of the waitlist in the order that they complete an enrollment form, except that in-district students will always be ahead of out of district students on the wait list.

Current students who miss the December deadline for re-enrollment, and cannot justify having missed the deadline, will be placed in the lottery as though they are a new student. If a student does not show up or fails to complete the registration packet by the first day of school, Heritage Heights Academy will make an effort to contact the family to understand their intentions. If after two days the student still has not shown up for school, there is no communication from the family, or the registration packet is still incomplete, the slot may be offered to the next student on the waiting list, continuing this process until the slot is filled or the wait list is exhausted. Heritage Heights Academy will not accept any new students after October 10th due to its rigorous curriculum and school culture. The only exceptions to the October 10th deadline will be when grade level slots are available and 1) the student is from a new family moving to Colorado or 2) the student is a sibling of a current Heritage Heights Academy student. Use of these exceptions will only be with the approval of the school principal, in his or her sole discretion.

#### Other Enrollment Policies

New students will be assessed the first week of school for placement in reading and math groups.

Current students are assessed at the end of the school year.

The Registrar follows the procedures used by Cherry Creek School District Schools (“HHA”) for the transfer of student records to and from Heritage Heights Academy. Students who exit Heritage Heights Academy before the end of the school year are required to complete the Withdrawal Form and take care of any outstanding debts before records will be released by HHA. For students transferring in or out of HHA, student records will go through HHA’s main office first.

#### School Environment Policy 15.0: Traffic Pattern

For the safety of our students and all other drivers, please utilize only those traffic patterns as outlined in the attachment to this handbook. Drop off and pick up only in designated areas and avoid parking in any crosswalk or walkway. In an effort to avoid traffic back-ups and delays, please be sure you and your child are ready to drop off. Parents remain in the cars. Please be courteous in time and action.

#### School Environment Policy 16.0: Utilization of Facility

Use of the school facility must adhere to the following guidelines:

- Must be for school sponsored event.
- Must have a HHA employee or HHA Board of Directors sponsor present who is familiar with the school emergency plan and security procedures.
- Must complete and submit a Facilities Use Request Form at least one week prior to event. Space will be allocated based on suitability of site/rooms to proposed event and availability.

#### School Environment Policy 16.01: Unauthorized Entry of HHA Building

Any person or persons found IN or ON the building without documented permission may be criminally prosecuted.

#### School Environment Policy 17.0: School Wide Events

All school wide events must be approved by the Principal and must have a staff member and sponsor who will oversee the event in its entirety.

#### School Environment Policy 18.0: Cell Phone Usage

Cell phones are not to be used during regular school hours. Students may not be in possession of cell phones during class time in classrooms. Students having cell phones will turn them off and place them on the teacher’s desk or other designated place prior to the start of class.

Parents needing to contact their student(s) during the school day will do so by contacting the school office. Students needing to make phone calls during the school day may use the front desk phone located in the front office.

A cell phone that is being used during the school day will be confiscated and turned into the Principal and will be returned only to the student’s parent or caregiver. Any student found in violation of this policy will receive a discipline referral. HHA cannot assume responsibility for any lost or stolen items, including cell phones and other devices.

#### School Environment Policy 19.0: Physical Activity Policy

Pursuant to HB 11-1069, HHA students will have a minimum of 30 minutes of physical activity every school day through exercise programs, fitness breaks, recess, field trips that include physical activity, classroom activities that include physical activity, and physical education classes. There may be an exception for any month that includes a planned or unplanned full day or half day school closure. HHA shall not substitute non-instructional physical activity for standards-based physical education instruction.

## **MISCELLANEOUS POLICIES**

### Miscellaneous Policy 1.0: Expense Reimbursement

Any expense incurred must have the Principal's written authorization (requisition/purchase order, etc.) to be reimbursed for all authorized expenses. Any expense report/voucher must be accompanied by receipts.

### Miscellaneous Policy 2.0: Charity Donations Policy

HHA cannot make any contributions to individuals, but only to established known non-sectarian organizations.

### Miscellaneous Policy 3.0: Violation of Established Policies

Established policies exist in order to communicate clearly the philosophy and mission of HHA. Policies are established for the best interest of the school. Violation of established policies creates situations that compromise the educational, philosophical, and/or fundamental mission of the school. Prevention of policy violations is in the best interest of the school. Anyone who experiences a violation of a policy is encouraged to notify the school.

### Miscellaneous Policy 3.01: Administration, Accountability Committee and/or HHA Board of Directors

Anyone found in violation of an established policy will receive a written notice immediately. The written notice will state the policy and clearly explain its violation. If disputed, a copy of the notification will be submitted to the Accountability Committee. The Accountability Committee will mediate any discrepancy regarding the violation, unless the violation is against the Accountability Committee, in which case the CABD or its designee will mediate.

The following notifications will also be filed as follows:

- HHA Board of Directors – Written notice will be reviewed at the next HHA Board of Directors meeting and included in the HHA Board of Directors minutes.
- School Administration – Written notice will be reviewed at the next HHA Board of Directors meeting and included in the HHA Board of Directors minutes.
- Parents of HHA students – Written notice will be reviewed at the next HHA Board of Directors meeting and included in the HHA Board of Directors minutes, without the name/names of violators made public.
- Teachers/Staff – Written notice will be reviewed at the next HHA Board of Directors meeting and included in the HHA Board of Directors minutes, without the name/names of violators made public.
- Students of HHA – Review and inclusion in HHA Board of Directors minutes will only occur if the Administration finds it necessary, especially if revision of the policy is found to be required.

### Miscellaneous Policy 4.0: Other Vital Information

#### Miscellaneous Policy 4.01: Health Services

Limited health services are available at school. Do not bring sick children to school. HHA's health office is staffed by at least one health technician. Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special

considerations at school. Keep school records up to date, especially phone numbers and emergency contacts. Immunization records must be current for students to remain in school. **No medication, whether prescription or over-the-counter medication (including aspirin, cough drops, vitamins, etc.), will be given to a student by any school personnel, including the health technicians, except on written orders of the parents and physician.** Students may not self-medicate at the school. When medication is to be given at school a physician or dentist's instructions are required by the school prior to the administration of the medication. All medications must be in a pharmacy-labeled container including the student's name, name of the drug, dosage, name of the physician, and current date. Medical Request Forms are available at HHA's front office.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever, signs of potentially contagious or adverse health conditions including but not limited to diarrhea, vomiting, excessive coughing, mucus, pink eye or requires antibiotic for 24 hour or period of being contagious as determined by a healthcare professional will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

***Student must be symptom free (fever, signs of potentially contagious or adverse health conditions including but not limited to diarrhea, vomiting, excessive coughing, mucus, pink eye or requires antibiotic for 24 hour or period of being contagious as determined by a healthcare professional) for at least 24 hours before returning for school.***

In compliance with state law, all children in Colorado schools must have a complete, up-to-date immunization record on file in the HHA office. ***Parents opposed to immunizations for personal, religious, or medical reasons must file an exemption form with the school office.*** This record includes proper shots for measles, rubella, diphtheria- pertussis-tetanus (DPT) and polio. Students may not continue enrollment without up-to-date immunization records. This policy is in compliance with the CDE Infectious Disease policy book.

#### Miscellaneous Policy 4.02: Parental Responsibility

In order to ensure safe management of your child, please notify the office of any and all changes in our child's address, phone number, emergency numbers, and parent work numbers as soon as possible. It is vital that the office keep this information up to date in case of personal or school emergencies. It is the parent's responsibility to keep this information updated. You must give your information to the office on the Emergency Contact Form.

#### Miscellaneous Policy 4.03: Communications

##### *Communication / Student Agenda*

Communication between the school and students and their parents is crucial for the overall success of the school. Every week, students may receive all the written communication for that week. This may include, but not be limited to, student newspapers, newsletters, permission slips,

conference information, report cards, special event fliers, homework, and teacher requests. Parents should look for the written communications, read the contents, sign any documents needing to be returned, initial, date and return the documents with the necessary paperwork the next school day with your student.

Whether communication occurs through papers sent home or notes in the student's agenda, parents are expected to read them carefully. Please be aware that any "School-to-Home Communications" are critical to the success of HHA and to the parents of HHA students. Volunteers, teachers, and parents who help distribute these communications are not to add foreign matter to the communications, nor permit others to do so, without prior written approval by the Principal. In addition, classroom teachers have the authority to approve items going home with students after receiving approval by the Principal.

#### *Phone Calls/Messages*

Parents should try to make arrangements with their students for activities, rides, etc. prior to dropping them off at school. We understand that sometimes changes to schedules occur and parents need to communicate with their students during the day. If these situations arise, messages will be taken to the classroom teacher for students. Any calls home by the student must be coordinated through a teacher and not be made with the student's cell phone.

#### *Official Posting Place for Communications*

Committee Meeting times and agendas are posted on the of the main building, on the web site, and on the school Facebook page. HHA Board of Directors' meeting agendas are also posted in the same places.

#### *Teacher Conferences*

Parent/Teacher required conferences are scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Arrangements for additional conferences may be made with your child's teacher before or after school hours. Teacher conference times will be posted on the school calendar.

#### *Lost and Found Items*

Lost clothing, notebooks, lunch boxes, and other items will be placed in the lost-and-found box located in the main office and kept for two weeks. Unclaimed lost-and-found items will be given to a local charity or thrown away. Books will be returned to the classrooms. Valuable items will be kept in the front office for safekeeping, and identification will be required for their return.

#### Miscellaneous Policy 5.0: Lunches and Snacks

Parents are required to supply their children with lunch and snacks when they drop the students off in the morning. Aside from a prohibition on sodas, caffeinated beverages, coffee, and sports drinks (e.g., Red Bull), parents may feed their children as they see fit. We suggest healthy, low-sugar foods for both the healthful benefit and improved classroom performance, but it is the parents' prerogative to provide for their children's nutritional needs as the parent sees fit. Microwave and conventional ovens will **not** be available for students to heat their food; parents should provide meals that do not require heating.

Should a student forget his or her lunch, it is incumbent on the student to tell the teacher about

the missing lunch.

Typically, the school will call a parent to deliver lunch to the school, though the school will stock limited emergency lunches (for example, cheese and crackers packs and a fruit cup). Families will be charged for these lunches (\$3-3.50).

Due to the large number of students, the office will only deliver lunches in an emergency—**parents are asked not to depend on HHA office staff for regular lunch deliveries.**